

STAFFING PARTNERS - FINANCIAL GROUP TIMECARD

Staffing Partners Financial Group						Baker Technology Plaza 5909 Baker Road, Suite 570 Minnetonka, MN 55345 (952) 926-4200 • Fax (952) 926-2919						•CLIENT PORTION• MUST COMPLETE IN FULL																																																											
SPFG EMPLOYEE MUST COMPLETE IN FULL												COMPANY NAME																																																											
EMPLOYEE FULL NAME (LAST, FIRST MIDDLE)												ADDRESS																																																											
												SUPERVISOR																																																											
												Unless otherwise approved by a SPFG representative, Client Company agrees to the following:																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 8%;">DAY</th> <th style="width: 8%;">DATE</th> <th style="width: 15%;">TIME STARTED WORK</th> <th style="width: 15%;">TIME FINISHED WORK</th> <th style="width: 10%;">LESS LUNCH</th> <th style="width: 10%;">NO. OF HOURS WORKED</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">MON.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">TUE.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">WED.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">THUR.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">FRI.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">SAT.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">SUN.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="5" style="padding: 2px;"> Total hours (to nearest ¼ hour) worked. I certify that I have worked the hours listed. They have been verified by an authorized representative of the company listed. </td> <td style="text-align: center; padding: 2px;"> TOTAL REGULAR HOURS </td> </tr> <tr> <td colspan="5" style="padding: 2px;"></td> <td style="text-align: center; padding: 2px;"> OVERTIME </td> </tr> </tbody> </table>						DAY	DATE	TIME STARTED WORK	TIME FINISHED WORK	LESS LUNCH	NO. OF HOURS WORKED	MON.						TUE.						WED.						THUR.						FRI.						SAT.						SUN.						Total hours (to nearest ¼ hour) worked. I certify that I have worked the hours listed. They have been verified by an authorized representative of the company listed.					TOTAL REGULAR HOURS						OVERTIME	<ul style="list-style-type: none"> All hours worked over 40/week will be deemed overtime and billed at time and one half. The client acknowledges his/her understanding that invoices are for payroll and therefore agrees to pay such invoices on receipt. Acceptance of further terms and conditions as listed below. Client company will be billed for the hours listed on this time sheet. Make no payment directly to SPFG employee. Minimum assignment length – 4 hours. Staffing Partners' employee cannot be recalled for temporary and/or permanent employment without prior approval from a Staffing Partners representative (See Terms and Conditions for further explanation) I certify that the SPFG employee named above has performed satisfactorily and has worked the hours listed on this timesheet. I authorize SPFG to invoice my firm at the hourly rate agreed upon. I agree to the terms above and the terms and conditions outlined below. Please retain a copy for your records. 					
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EMPLOYEE SIGNATURE _____ WEEK ENDING (Sunday) _____												() / / INVOICE NET DUE WITHIN 7 DAYS OF INVOICE DATE																																																											
												<input type="checkbox"/> Hold my check <input type="checkbox"/> Mail my check																																																											

TERMS AND CONDITIONS

- STAFFING PARTNERS FINANCIAL GROUP (SPFG) makes a considerable investment in the selection of each one of our employees in the areas of recruiting, advertising, screening, testing, training, direct staff and general administrative expenses. The employees assigned to you are direct employees of SPFG. In consideration of the services furnished and the resulting expenses incurred, client agrees not to directly or indirectly employ any employee assigned to them for a period of one year from the date of completion of the assignment without compensating SPFG as stated below.
- If client directly or indirectly employs an assigned employee, the client agrees to pay SPFG a conversion charge equivalent to 30% of the annual compensation of the employee. If client directly refers or recommends an assigned employee to a subsidiary, affiliate or other hiring party and the referral or recommendation results in or contributes to the employee's hire, the client agrees to pay the stated conversion charges. Client agrees that amounts incurred for temporary billing will not reduce the conversion charge.
- Client shall not advance cash or other valuables to SPFG employees for any reason, and the client specifically waives any and all rights to offset the amount of value of such cash or valuables advanced against any money owed to SPFG.

Please fill out **completely** and fax to Staffing Partners by **12:00 noon, Monday.** Client and employee should retain a copy for their records.

FAX #: 952.926.2919

