

**TIME SHEET**  
TYPE OR PRESS FIRMLY



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COMPANY NAME \_\_\_\_\_

JOB SITE ADDRESS \_\_\_\_\_

REPORT TO \_\_\_\_\_ REPORT TIME \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

S.S. # \_\_\_\_\_ JOB CODE \_\_\_\_\_

**EMPLOYEE AGREEMENT**

I AGREE TO HAVE ANY UNRETURNED EQUIPMENT DEDUCTED FROM MY WAGES. I CERTIFY THAT I HAVE WORKED THE HOURS LISTED BELOW. EMPLOYEE CERTIFIES NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT UNLESS SO NOTED BY A DETAILED STATEMENT ATTACHED TO THIS TIME CARD. IF I DO NOT CONTACT CAREER EMPLOYMENT SERVICE WITHIN 24 HOURS AFTER COMPLETION OF MY ASSIGNMENT, CAREER MAY ASSUME THAT I AM NOT AVAILABLE TO WORK.

EMPLOYEE SIGNATURE \_\_\_\_\_

X \_\_\_\_\_  
WHEN WILL YOU BE AVAILABLE NEXT?

ROUND HOURS TO NEAREST 5 MINUTES (example 5, 10, 15, 20)					
DAY	DATE	START	LUNCH	END	TOTAL
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
TOTAL STRAIGHT TIME				HRS.	MIN.
TOTAL OVERTIME				HRS.	MIN.

**CUSTOMER AGREEMENT**

I HEREBY CERTIFY THAT THE ABOVE NAMED EMPLOYEE HAS SATISFACTORILY WORKED THE HOURS INDICATED ON THIS TIME SHEET AND ALSO AGREE TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE.

IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT?      YES      NO

CUSTOMER SIGNATURE \_\_\_\_\_

X \_\_\_\_\_  
TIME CARD MUST BE TURNED IN BY 10:00 A.M. MONDAY MORNING FOR INCLUSION IN TUESDAY'S PAYROLL.

CAREER EMPLOYMENT SERVICE COPY

**CLIENT AGREEMENT**

THIS IS OUR EMPLOYEE'S TIME CARD, PLEASE FILL IN AND VERIFY HOURS WORKED. TAKE BACK COPY FOR YOUR FILES AND RETURN THE REST WITH OUR EMPLOYEE. CAREER EMPLOYEES ARE GUARANTEED ASSIGNMENTS OF AT LEAST FOUR (4) HOURS PER DAY UNLESS SPECIAL ARRANGEMENTS HAVE BEEN MADE WITH CAREER.

UNLESS PRIOR WRITTEN CONSENT IS GIVEN BY CAREER CLIENT SHALL NOT ENTRUST CAREER EMPLOYEES WITH CASH, NEGOTIABLES, OR OTHER VALUABLES NOR ALLOW SUCH PERSONNEL TO OPERATE MACHINERY OR MOTOR VEHICLES. REIMBURSEMENT TO CLIENT CAN ONLY BE MADE IF CLIENT AGREES TO PROSECUTE IN THE EVENT OF ANY THEFTS OR FRAUDULENT ACTS BY CAREER EMPLOYEES. IT IS FURTHER UNDERSTOOD AND AGREED THAT CLAIMS MADE UNDER THE COMMERCIAL BLANKET BOND MUST BE REPORTED IN WRITING TO CAREER WITHIN TEN (10) DAYS AFTER DISCOVERY OF OCCURRENCE. FAILURE TO OBTAIN CONSENT FROM CAREER WILL RESULT IN CLIENT ASSUMING FULL RESPONSIBILITY FOR ANY CLAIMS, INCLUDING DEFENSE THEREOF, INVOLVING BODILY INJURY, PROPERTY DAMAGE, FIRE, THEFT, COLLISION, CARGO DAMAGE OR PUBLIC LIABILITY DAMAGE SUSTAINED OR INCURRED.

**HIRING POLICIES**

IT IS AGREED THAT YOU WILL NOT EMPLOY OUR TEMPORARY WORKER UNTIL YOU HAVE BEEN BILLED BY CAREER FOR 60 WORKED DAYS FOR LIGHT INDUSTRIAL WORKERS, OR 90 WORKED DAYS FOR CLERICAL WORKERS. THERE IS A LIQUIDATION FEE FOR THE EARLY HIRE OF WORKERS

**PAYMENT OF INVOICES**

OUR EMPLOYEES ARE PAID WEEKLY, AS ARE THEIR ASSOCIATED STATE AND FEDERAL TAXES. ALL INVOICES, THEREFORE, ARE DUE UPON RECEIPT. ANY INVOICE(S) THAT REMAINS UNPAID AFTER 30 DAYS IS CONSIDERED DELINQUENT AND SUBJECT TO A 1 1/2 PERCENT PER MONTH LATE CHARGE.