

thewilsongroup

The Perfect Match Every Time

500 N. WATER ST., SUITE 511 • CORPUS CHRISTI, TEXAS 78401
PHONE 361-883-3535 • FAX 361-883-1339

EMPLOYEE NAME				WEEK BEGIN. MON. / /	
CLIENT COMPANY					
ADDRESS					
CITY STATE ZIP					
SUPERVISOR & TITLE					
NOTICE TO CLIENT: The Terms and Conditions on the reverse side of this timecard are material terms of this contract. Please read them and retain pink copy for your records. We appreciate your calling The Wilson Group.					
CLIENT VERIFICATION: The undersigned, as agent for the client company, certifies that the above named employee worked acceptably during the periods noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this timecard whereby this employee has been supplied by The Wilson Group.					
SUPERVISOR'S SIGNATURE					
REPORT ALL TIMES TO NEAREST 1/4 HOUR					
DAY	IN	OUT	TOTAL	LESS LUNCH	DAILY TOTAL
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
ARE YOU RETURNING? <input type="checkbox"/> YES <input type="checkbox"/> NO			TOTAL HOURS (DO NOT INCLUDE LUNCHTIME)		STRAIGHT TIME
					OVER-TIME
I certify that I have worked the hours listed on this Time Sheet and agree to the terms set forth on reverse side.					
Employee Signature _____					

FOR EMPLOYEE

1. Please notify The Wilson Group immediately should your job duties differ substantially from those described.
2. Your time sheet is the only means of receiving payment. Be certain to complete your time sheet neatly and correctly. Errors and omissions will cause delay in payment.
3. Instructions for completing time sheet.
 - Week beginning Monday: Work Week is Monday through Sunday.
 - Employee Signature: Your signature must appear on all time sheets before payment is processed.
 - Total Hours: Do not include lunch hour. Report time each day to nearest 1/4 hour.
 - Supervisor's Signature: Time sheets will not be accepted for payment unless they are approved by an authorized representative of our client's firm.

CLIENT

1. The client acknowledges the considerable cost incurred by The Wilson Group to recruit, evaluate, reference check and quality control its temporary employees. Accordingly, in the event the client wishes to hire this employee, contact The Wilson Group office to establish the manner in which The Wilson Group is to be compensated for its expense.
2. Client agrees that it shall not for a period of ninety (90) days following or during services to the client pursuant to the agreement, hire or employ any person who was a provider of The Wilson Group or accept the assignment of this person by another temporary employment firm.
3. You will be billed for the hours listed on the reverse. Make no payment directly to any employee of The Wilson Group.
4. Overtime hours (over 40 hours in a work week) will be billed at time and one-half.
5. The client acknowledges that The Wilson Group employee is assigned on the basis of a particular job classification and is not to change job duties without The Wilson Group prior approval.
6. Our employees may not drive any motorized vehicle without our prior consent.
7. Client agrees that no insurance is provided by The Wilson Group for physical loss or damage to client's machinery, equipment, material, or any motorized vehicle in the care, custody, or control of The Wilson Group, its agents or employees and that The Wilson Group shall not be liable for physical loss or damage to said property or loss of said property caused by The Wilson Group, its agents, or employees. Also, the client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage incurred as a result of The Wilson Group's employee driving such vehicles.
8. We will furnish The Wilson Group employees with a safe place to work as we do for our own employees. We represent that we are familiar with all applicable OSHA requirements and regulations and that we are in compliance with OSHA Hazardous Communication Standards as well as state right-to-know laws. We agree to notify The Wilson Group immediately of the presence of any hazardous materials or chemicals in or near the areas where The Wilson Group's employees are assigned to work. As The Wilson Group's employees are assigned to work on our premises and under our supervision, we will indemnify and hold The Wilson Group harmless in the event that any OSHA citations are issued and/or any claims are brought forth based on violations.
9. Our employees cannot handle cash or securities without our prior consent.
10. Should there be any questions concerning our temporary personnel, please contact The Wilson Group Office. We invite your comments regarding the job performance of our employees.
11. Client acknowledges that it has control over the details of employees job duties while said employee is performing work for client, inclusive of, but not limited to hours, job duties, functions, and the manner in which any job is to be performed.