

PROFESSIONAL PERSPECTIVES EMPLOYEE
Employee Name (Please Print)
I hereby certify that the days and hours shown on this timesheet are correct, were worked by me and were certified by an authorized representative of the company. I understand that I must contact PROFESSIONAL PERSPECTIVES within three days after completing each assignment and if I fail to do so it will be considered job abandonment.
Employee Signature

<p><b>TEXT to: 720-415-9012</b>                  Fax to: 303-893-1245                  email to: <a href="mailto:timecards@properspectives.com">timecards@properspectives.com</a></p>
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<p><b>PROFESSIONAL PERSPECTIVES</b>                  501 S Cherry Street                  Suite 215                  Denver, CO 80246                  303-893-1400</p>
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<p>WEEK ENDING DATE                  (SUNDAY)                  / / 20</p>
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DAY	DATE	Start Time	Lunch Out	Lunch In	Finish Time	Daily Total
		HH:MM *	HH:MM *	HH:MM *	HH:MM *	
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
<b>TOTAL TIME in HH:MM</b>						

(hh:mm)

Time worked for one week only. Start with Monday and end on Sunday night midnight.  
 Weekly total time will be paid to the nearest quarter hour (.00, .25, .50, .75).

COMPANY INFORMATION
Company Name
_____
_____
_____
The hours as shown are correct. My signature below is our acknowledgement that we are bound by the terms and conditions as stated on this timesheet (Please cross out any days not worked.)
* _____
Total as shown in Total Time Box: _____ Hrs _____ Mins.
Supervisor (please print) _____
Signature : _____
Date: _____

Enter the actual time using the following formats: 8:00 am should be typed in as 8:00 a 5:00 pm should be typed in as 5:00 p	The Daily Total Column will calculate automatically.
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Is this assignment continuing? (Please Highlight or Circle response)	Yes	No
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Please contact the office to make any changes to Direct Deposit information.

**Terms & Conditions of Assignment**

Thank you for choosing PROFESSIONAL PERSPECTIVES to provide you with your staffing needs. We appreciate the opportunity to serve you.

For the services of our employee, whose name appears above, under "PROFESSIONAL PERSPECTIVES EMPLOYEE", we will invoice you as agreed. Legally required overtime (required by Federal law if hours exceed 40 per week, state law varies) will be billed at one and one half times the billing rate.

Bill rates are determined based on the amount of experience necessary to perform a particular assignment, and on the amount of experience of our employee. Should you wish to use our employee for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call the PROFESSIONAL PERSPECTIVES office if you have questions regarding hourly billing rates.

Our employee is assigned to you under the following **Conditions of Assignment**:

1. The person assigned is an employee of PROFESSIONAL PERSPECTIVES and shall not be deemed to be your employee. PROFESSIONAL PERSPECTIVES warrants that its employee is adequately covered by worker's compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll charges.
2. Our employee will present a timesheet to you or your representative for verification and signature at the end of each week. Your signature thereon is your acknowledgement of all of the **Conditions of Assignment**. Because PROFESSIONAL PERSPECTIVES invoices reflect payroll we have already paid, our invoices are **due upon receipt**. Past due invoices are subject to finance charges. Our compensation to our assigned employee is on a weekly basis and you will be billed weekly for the total hours worked.
3. After you evaluate the performance of our employee on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled professionals and in the event you wish to convert them to your employ or another employer to whom you refer them, you agree to pay a conversion fee. Unless otherwise agreed in writing, the conversion fee is twenty percent (20%) of the annual salary. The same calculation will be used if you convert our employee on a part-time basis, using the full-time equivalent salary. The conversion fee will not be less than \$1,000.
4. The conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary (including temporary assignments through another agency) or consulting basis within one year after the last day of the assignment. You also agree to pay a placement fee if our employee assigned to you is hired by a subsidiary or other related company or business as a result of your referral of our employee to that company.
5. Supervision of a PROFESSIONAL PERSPECTIVES employee's work on your premises (or wherever you assign the employee) is your responsibility.
6. It is understood that we will not authorize a PROFESSIONAL PERSPECTIVES employee to operate machines (other than office machines) or automotive equipment. The insurance furnished by PROFESSIONAL PERSPECTIVES does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment. It is agreed the client accepts full responsibility for bodily injury, property damage, fire, theft, collision on public liability damage claims, any of which may be caused as a result of an accident while a PROFESSIONAL PERSPECTIVES employee is driving the client's vehicle, whether owned or rented.
7. It is understood that PROFESSIONAL PERSPECTIVES assumes no liability for Client property given to a PROFESSIONAL PERSPECTIVES employee including: office keys, cellular telephones, pagers, name badges, uniforms, training material, laptops, or any other office property.
8. It is understood that under no circumstances will PROFESSIONAL PERSPECTIVES be responsible for claims for work performed unless such claims are reported in writing to PROFESSIONAL PERSPECTIVES within ninety (90) days after termination of the temporary assignment.
9. Unless otherwise prohibited by the law of the state where this placement occurred, in the event that you fail to pay the charges of PROFESSIONAL PERSPECTIVES when due, then you agree to pay all costs of collection of PROFESSIONAL PERSPECTIVES, including reasonable attorneys fees, whether or not suit is initiated.
10. You are entitled to a 4-hour employee-satisfaction guarantee period. If for any reason you are dissatisfied with the employee assigned to you, PROFESSIONAL PERSPECTIVES will not charge you for the first 4 hours worked, provided that PROFESSIONAL PERSPECTIVES replaces the individual assigned. Unless you contact us before the end of the first four hours, you agree that our employee assigned is satisfactory and further agree to these **Conditions of Assignment**.
11. Client agrees that our employee shall not be entrusted with unattended premises, cash, negotiable instruments or other valuables.