



Office: 520-323-3100
 Fax: 520-327-4629
 4526 E. Camp Lowell Drive
 Tucson, AZ 85712
 www.thetempconnection.com

Employee Name:
Client Name:
Address:
Report to:

It is understood that the representative signing this time sheet is authorized by the Client and certifies that the hours are correct as shown and that all work was performed to the Client's satisfaction. In addition, Client agrees to all terms and conditions as explained below.

 Authorized Signature Date

All timecards must be completed, signed and in our office by 12:00pm on Monday

Submit timecards to: timecards@thetempconnection.com or by fax (520) 327-4629

You may visit our website at: www.thetempconnection.com to print out time cards as needed.

	DATE	TIME IN	LESS LUNCH	TIME OUT	TOTAL HOURS WORKED	OVERTIME
MON						
TUES						
WED						
THURS						
FRI						
SAT						
SUN						
TOTAL HOURS WORKED THIS WEEK						

I certify that hours shown were worked by me during the time designated and were verified by an authorized representative of the Client. I am to contact The Temp Connection after completing this assignment to report my availability for future assignments. The Temp Connection will assume that I am no longer available for work if contact is not made.

 Employee's Signature Assignment Complete? Yes No

CLIENT AGREEMENT

Client agrees that employees of The Temp Connection shall not be entrusted with unattended premises, cash, negotiables or other valuables or authorize such employees to operate machinery or motor vehicles without written permission from The Temp Connection and further agrees that The Temp Connection shall not be responsible for any loss or damage caused by The Temp Connection employees operating client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a Temp Connection employee driving such vehicle(s) or arising out of or involving violation by Client of the above. The Temp Connection is not responsible for claims made under its fidelity bond unless such claims are reported in writing to it by Client within fifteen (15) days after discovery of the occurrence. Client will indemnify and save The Temp Connection harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which The Temp Connection's employees are assigned.

Client recognizes the employer-employee relationship of The Temp Connection and accepts the obligation to discuss all matters concerning employment, job assignment, pay procedures and other matters. Client agrees that should their company wish to hire the employee of The Temp Connection on a permanent basis, Client will communicate this intent and keep the assigned employee on the payroll of The Temp Connection for a period mutually agreed upon by the Client representative and The Temp Connection or pay a service fee mutually agreed upon by the representatives of both parties.

The Temp Connection shall indemnify and save Client harmless from claims and demands related to withholding taxes, Social Security and Medicare taxes due under federal and state law. If Client fails to timely pay any amounts due for work performed by the employee, The Temp Connection shall have all rights, privileges and remedies available in an action to recover monies owed under state and federal law. In addition, a 1.5% per month (18% per annum) rebilling charge will be applied to the unpaid balance after 30 days. If The Temp Connection is required to engage the services of an attorney or collection agency to recover any amounts due and unpaid, it shall also be entitled to recover the full amount of any fees incurred.