OLYMPIC STAFFING SERVICES

EMPLOYEE TIME SHEET

588 South Grand Avenue
Covina, California 91724
626.967.5255

FAX COMPLETED TIME SHEET TO: **(909) 354-3760** (efax)
OR SCAN AND EMAIL TO: corpadmin@olystaffing.com

EMPLOYEE NAME:

SOCIAL SECURITY NUMBER: [redacted] Last four digits only

EMPLOYEE ADDRESS: (Street or P.O.)

(City, State, Zip)

Week Ending: (Monday to Sunday)

	DATE	TIME STARTED	TIME FINISH	LESS LUNCH	HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS FOR WEEK TO NEAREST QUARTER HOUR					

Office Use Only		
RG	OT	DT

Notes to payroll:

ASSIGNMENT COMPLETED: YES NO (Circle one)
If Complete, Contact Olympic Staffing

Employees working at more than one company during the week (Monday -Sunday) may not have hours exceeding forty (40) except with OLYMPIC'S permission.

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET

EMPLOYEE SIGNATURE: _____

CUSTOMER NAME: _____

BILLING ATTENTION TO: _____

BILLING ADDRESS:

I CERTIFY THAT THE ABOVE HOURS ARE CORRECT AND AGREE TO THE CUSTOMER AGREEMENT BELOW:

CUSTOMER SIGNATURE: _____
CUSTOMER SIGNATURE TITLE

CUSTOMER AGREEMENT

Customer agrees that the utilization of the above named person on either a temporary or permanent basis within one (1) year from date on time sheet will be through OLYMPIC STAFFING SERVICES. If customer desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to OLYMPIC STAFFING SERVICES and the person will remain on the OLYMPIC STAFFING SERVICES' payroll for a period of 720 hours or an agency fee from date of notification.

If is understood that the individual signing this time sheet is an authorized customer representative and hereby certifies that the hours are correct and that the work was performed satisfactorily.

The customer agrees that no insurance is afforded by OLYMPIC STAFFING SERVICES for physical loss or damage to customer's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) in the care, custody or control of OLYMPIC STAFFING SERVICES, its agents or employees and that OLYMPIC STAFFING SERVICES shall not be liable for physical loss or damage to said property or loss of said property caused by OLYMPIC STAFFING SERVICES, its agents or employees. Also, the customer accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage incurred as a result of OLYMPIC STAFFING SERVICES employee driving such vehicles.

Customer will not entrust OLYMPIC STAFFING SERVICES employees with the care, custody or control of cash, negotiables, valuables or other similar property.

TIMESHEET MUST BE DELIVERED TO OLYMPIC STAFFING SERVICES BY NOON ON MONDAY.