

588 South Grand Avenue Covina, California 91724

Week Ending:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

EMPLOYEE TIME SHEET

FAX COMPLETED TIME SHEET TO:

COVINA/ORANGE:

(909) 354-3760 (efax)

ARCADIA:

(626) 608-0311 (efax)

626.967.5255

corpadmin@olystaffing.com OR SCAN AND EMAIL TO: **EMPLOYEE NAME:** SOCIAL SECURITY NUMBER: **EMPLOYEE ADDRESS:** X X X- X X -(Street or P.O.) Last four digits only (City, State, Zip) (Monday to Sunday) Office Use Only TIME **HOURS STARTED** TIME FINISH LESS LUNCH WORKED RG OT DATE DT TOTAL HOURS FOR WEEK TO NEAREST QUARTER HOUR ASSIGNMENT COMPLETED: YES NO (Circle one) Notes to payroll: 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 AGREEMENT

CUSTOMER SIGNATURE:

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.

It 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

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.

CUSTOMER SIGNATURE

You can print additional copies of this Time Sheet from our website www.olystaffing.com - click on Job Seekers, then click on Employment Documents, in the center of the screen, click on Olympic Time Sheet.