



588 South Grand Avenue
Covina, California 91724
626.967.5255

EMPLOYEE TIME SHEET

FAX COMPLETED TIME SHEET TO:

COVINA/ORANGE: **(909) 354-3760** (efax)

ARCADIA: **(626) 608-0311** (efax)

OR SCAN AND EMAIL TO: **corpadmin@olystaffing.com**

EMPLOYEE NAME:

EMPLOYEE ADDRESS:

 (Street or P.O.)

Check here if change

 (City, State, Zip)

SOCIAL SECURITY NUMBER:

X X X	- X X -	
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Last four digits only

Week Ending:		(Monday to Sunday)			
	DATE	TIME STARTED	TIME FINISH	LESS LUNCH	HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
HOURS ROUNDED TO NEAREST QUARTER HOUR TOTAL					

Office Use Only		
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ASSIGNMENT COMPLETED: YES NO (Circle one)

If Complete, Contact Olympic Staffing Services

Employees may not exceed eight (8) hours per day or forty (40) hours per week except with Customer's permission. Employees working at more than one company during the week (Monday - Sunday) may not have hours exceeding forty (40) except with OLYMPIC'S permission. Rest periods of 10 minutes for each four (4) hours of work and meal period of 30 minutes per day are mandatory for all employees.

Notes to payroll:

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

EMPLOYEE SIGNATURE: _____

DATE

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

DATE

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.

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 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.

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**.