



www.olystaffing.com

588 South Grand Avenue, Covina, CA 91724

EMPLOYEE TIMESHEET

EMAIL OR FAX COMPLETED TIME SHEET TO: corpadmin@olystaffing.com

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

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

EMPLOYEE NAME:

Empty box for employee name

Last four digits of SSN

Table with columns: Week Ending, DATE, TIME STARTED, Meal Break Out, Meal Break In, 2nd Meal Break Out, 2nd Meal Break In, TIME FINISH, HOURS WORKED. Rows for MONDAY through SUNDAY.

Office Use Only table with columns: RG, OT, DT

ASSIGNMENT COMPLETED: YES NO ( Circle one)
If Assignment Complete, Contact Olympic Staffing Services at (626) 967-5255 or (626) 447-3558.
Employees may not exceed eight (8) hours per day or forty (40) hours per week except with Customer's permission.
Rest periods of 10 minutes for each four (4) hours of work and a meal period of 30 minutes per day are mandatory for all employees.

Notes to payroll:

Employee Agreement: I certify by my signature that the hours shown are correct. I also certify that I was provided with a 10-minute paid break for every 4 hours, or major fraction thereof, that I have worked and I have been provided with meal periods in accordance to state law.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

CUSTOMER NAME:
BILLING ATTENTION TO:
BILLING ADDRESS:

Customer Agreement: I certify by my signature that the employee named on this card worked the hours indicated with services performed satisfactorily. I understand that if our company wishes to hire this person, we will respect Olympic's employer-employee relationship and have read, understand and agree to the terms and conditions stated in 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.
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.
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.