



LaneStaffing

Big Business Solutions. Small Business Flexibility

Weekly time record

Houston ★ Dallas ★ Pt.Arthur/Beaumont ★ Orlando

Work Site Address _____

Address 2 _____

City, ST ZIP Code _____

Week ending: _____

Employee: _____

Last 4 of SSN: _____

Employee phone: _____

Dept | Division: _____

Manager Name: _____

Day	Date	Regular Hours	Overtime	Holiday	Vacation	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
	Total hours					

*Overtime hours paid for hours in excess of 40 hours in a work week. Overtime Authorized by: _____

(Manager's Initials)

By executing this form, I agree to the terms and conditions on the back of this timesheet; I certify that this time is true and correct and that no injuries were suffered.

I certify that the above hours are correct and that work was performed satisfactorily. Client agrees to the terms and conditions on the back of this timesheet.

Manager Name Printed

Employee signature

Date

Manager signature

Date

To ensure timely payment Fax timesheet each Monday by 12 noon, call to confirm timesheet is received each week.

Clients:

Clients are responsible for the on-site supervision of Lane Staffing, Inc. Employees.

Each Lane Staffing, Inc. employee will present a time sheet to an authorized client representative for verification by signature, due at the end of each week. Your signature indicates an agreement with consideration to all existing conditions of the assignment.

Lane Staffing, Inc. terms for billing are due upon receipt.

In the event the client fails to pay fees and charges to Lane Staffing, Inc. when due, (whether for temporary services or conversion fee), the client shall pay all collection and/or litigation costs plus reasonable attorney's fees.

Invoices reflect payroll that has been issued and paid; all unpaid invoices are subject to a service charge of 2%. Each invoice will be a separate and distinct contract.

Should the client decide to hire a Lane Staffing, Inc. employee, on a permanent, temporary or contract basis for a period of six months, subsequent to the last day of any assignment, Lane Staffing, Inc. will be paid a placement fee of fifteen percent (15%) of the employee's annual salary, which will be negotiated at the time of acceptance.

Lane Staffing, Inc. employees are not authorized to incur any expenses on the client's behalf.

Lane Staffing, Inc. will not authorize an employee to operate machinery other than office machines. It is further understood that Lane Staffing, Inc. does not grant permission for its employees to operate other equipment unless prior agreement has been received.

Lane Staffing, Inc. employees will not handle cash, negotiable instruments or other valuables without the written consent of Lane Staffing, Inc.

Client shall indemnify and hold Lane Staffing, Inc., its affiliates and agents harmless from any and all claims and damages or other causes of action.

Client agrees to discuss all matters concerning Lane Staffing, Inc. employees including without limitation their job assignment, wages and payroll procedures with Lane Staffing, Inc. and not the Lane Staffing, Inc. employees directly.

Employee:

As an employee of Lane Staffing, Inc., I will not render an opinion, utilize the name, and sign the name or my own name on any unauthorized documents representing Lane Staffing, Inc. (Example of such documents is financial statements or tax returns).

As an employee of Lane Staffing, Inc., it is my responsibility to have my timesheet properly completed, signed by the on-site manager and faxed to Lane Staffing, Inc. by 5 p.m. each Friday, unless I am scheduled to work Saturday an/or Sunday. My timesheet should then be faxed by noon Monday.

I understand that I am to contact Lane Staffing, Inc. after completing my assignment. If I do not do so, Lane Staffing, Inc. can assume that I am not available for work.

A one-week notice is requested if you are unable to complete the assignment as designated, failure to notify Lane Staffing, Inc. is not tolerated and will result in termination of the assignment.

Any overtime must be authorized by the Client Company and will be negotiated as part of the terms of the assignment. Overtime will be paid after 40 hours worked in a week.