

FIRM NAME _____
DEPT. _____ WEEK ENDING SUNDAY _____

PLEASE CHECK Assignment is Continuing I am Available
 Assignment is Completed I am Not Available
 Pick up check Mail check Direct Deposit

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL HOURS	TOTAL OT
	Mon.					
	Tues.					
	Wed.					
	Thurs.					
	Fri.					
	Sat.					
	Sun.					
TOTAL HOURS TO NEAREST 1/4 HR.						

DAY	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL HOURS	TOTAL OT
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					
Sun.					
TOTAL HOURS TO NEAREST 1/4 HR.					

DAY	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL HOURS	TOTAL OT
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					
Sun.					
TOTAL HOURS TO NEAREST 1/4 HR.					

EMPLOYEE INFORMATION

1. We must receive your completed Time Sheets on Monday for the Previous work week. Payroll checks will be ready on Thursday after 1:00 PM.
2. If a legal holiday falls on Monday, Time Sheets are due Tuesday and Payday will be on Friday.
3. Your check will not be released before you submit an original time sheet.
4. No call in hours.

EMPLOYEE'S SIGNATURE _____

YOUR SIGNATURE CONSTITUTES ACCEPTANCE IN FULL OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE

CLIENT INFORMATION

1. Time and one-half is billed on all hours over 40.
2. Some employees may be paid a shift differential.
3. Please be certain the hours you sign for are correct.

SUPERVISOR,

PLEASE WRITE OUT HOURS _____

SUPERVISOR'S

NAME (Print) _____

SUPERVISOR'S

SIGNATURE _____

YOUR SIGNATURE CONSTITUTES ACCEPTANCE IN FULL OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE

CUSTOMER COPY

TERMS AND CONDITIONS

Client: The signature on this timesheet, and/or your submission of this timesheet to DECORUM CONSULTING GROUP, is an acknowledgment that DECORUM CONSULTING GROUP has incurred substantial recruitment, screening, administrative and marketing expenses in providing the services of the temporary employee identified on the reverse side. We agree not to hire, directly or indirectly, or to use the services of the temporary employee named on the reverse side through any other person or firm as an independent contractor within one-hundred eighty (180) days after the last date of the assignment of the employee to us. If, either directly or indirectly, we hire or otherwise use the services of the employee, then we will notify DECORUM CONSULTING GROUP and either: (a) continue the temporary assignment of such employee for an additional (20) week period and pay for his or her services to us under the same terms and conditions as now provided; or (b) pay DECORUM CONSULTING GROUP liquidated damages in an amount equal to the employees projected annual compensation multiplied by eighteen percent (18%).

The person signing on the reverse side hereof, and/or submitting this timesheet, certifies on behalf of himself/herself and the Client that: (1) he/she is authorized to sign and/or submit the timesheet, on behalf of the Client; (2) the hours worked and the information listed on the reverse side is correct; (3) the services of the employee identified on the reverse side were satisfactory; (4) the client authorizes DECORUM CONSULTING GROUP to pay the employee and to bill the Client for the hours listed on the reverse side; (5) the Client has not and will not entrust DECORUM CONSULTING GROUP employees with unattended premises, cash, negotiable securities or instruments, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from DECORUM CONSULTING GROUP in each instance, and it acknowledges that DECORUM CONSULTING GROUP has no insurance coverage for any loss or damage resulting therefrom and will therefore indemnify and hold DECORUM CONSULTING GROUP harmless from such claim arising out of a breach of the foregoing, inclusive of liability resulting from bodily injury, property damage, fire theft, collision, cargo damage or other liability damage; (6) DECORUM CONSULTING GROUP is not responsible to the Client or others for claims under its fidelity bond, unless such claims are reported to DECORUM CONSULTING GROUP in writing by the Client within thirty (30) days after occurrence; and (7) the Client will indemnify DECORUM CONSULTING GROUP from claims or liabilities pursuant to the Occupational Safety and Health Act governing the premises owned or controlled by the Client and to which DECORUM CONSULTING GROUP employees are assigned to perform services in or are present in.

The Client recognizes that DECORUM CONSULTING GROUP has an employer/employee relationship with temporary personnel assignment to the Client and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc., with DECORUM CONSULTING GROUP. The Client agrees to pay interest at the rate of one and one-half percent (1-1/2 %) per month, eighteen percent (18%) per annum on charges remaining unpaid thirty (30) days after invoice date and reasonable attorney's fees and expenses of collection, if DECORUM CONSULTING GROUP engages an attorney to enforce payment of any charges incurred.

EMPLOYEE: In consideration of my hiring and employment by DECORUM CONSULTING GROUP, I agree not to accept employment, directly or indirectly, whether full-time or part-time with any client of DECORUM CONSULTING GROUP to whom I am assigned and for a period of one hundred-eighty (180) days following completion with any assignment with the client. If further agree not to accept assignment to work for such client either on its premises or as the employee of a third party except with the prior written consent of DECORUM CONSULTING GROUP in each instance.