

CAPITOL STAFFING, INC.

Fax 601.957.3880
Phone 601.957.1755

Employee Name: _____

Week Ending: _____

Place of Employment: _____

Day	Time In	Lunch Out	Lunch In	Time Out	Reg. Hours	OT Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Regular Hours: _____

Supervisor's Signature: _____

Total Overtime Hours: _____

Supervisor's Signature: _____

EMPLOYEE INFORMATION

CALL US AT ONCE: When you are late or if you cannot work the prescribed hours, or if you won't be able to report to work.

RECORDING YOUR TIME: Report all time to nearest ¼ hour. Do not show odd minutes.

ABSENCE: If you will be out for a number of days, it will be up to the client company to decide on replacing you or await your return.

OVERTIME: All authorized work you perform in excess of 40 hours per week (Mon-Sun) will be at time and one half the regular rate. You are permitted overtime only if the client company authorizes and approves it.

TEMPORARY ONLY ASSIGNMENTS: If you do not contact us after this assignment, we will assume you are not available for work, and you have voluntarily quit.

CLIENT INFORMATION

1) Client signature certifies that the above hours are correct. 2) Client shall not entrust Capitol Staffing's employees with unattended premises, cash, negotiables, or other valuables or authorize such employees to operate machinery or motor vehicles without prior permission from Capitol Staffing. Capitol Staffing's insurance does not cover loss or damage caused by the Employees' operating Client owned or leased motor vehicles, and Client therefore accepts full responsibilities for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee driving such vehicles or arising out of or involving violation by Client of (2) above. 3) Client shall indemnify and save Capitol Staffing harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which employees are assigned. 4) If Client should hire a temporary employee within six (6) months of assignment completion date without agreement from Capitol Staffing, Client will pay liquidated damages at the rate of 10% of the projected total annual compensation. The Client agrees to pay all invoices per terms and agrees to pay attorney's fees and collection expenses if account becomes delinquent.