

**Turn in your timesheet by 10 am Monday at your local branch.**

<b>Company Name</b>					
	<b>Date</b>	<b>Time Started</b>	<b>Time Finished</b>	<b>Less Lunch</b>	<b>Total Hours Worked</b>
<b>Sunday</b>					
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>PO #</b>					

**Employee Approval**

I verify I have worked the hours listed and am an employee of Essential Personnel. I understand that I am to immediately contact Essential Personnel after completing an assignment to be offered continued employment. Failure to contact Essential Personnel will constitute an agreement that I have voluntarily quit and may be denied unemployment benefits for failure to do so. I represent that all work related injuries, illnesses, and health conditions, if any, have been previously reported to Essential Personnel. I understand that this form must be completed and submitted within 30 days from week ended date on the form to be eligible for payment.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Client Agreement & Approval**

It is understood that the individual signing this time sheet is a representative of Essential Personnel's client. The undersigned hereby certifies that the hours are correct and the work performed was preformed satisfactory by the worker and agrees to follow all terms outlined in the employer agreement and terms listed below. Client agrees that client will not, without the prior written consent of Essential Personnel utilize Essential Personnel employees to operate machinery, equipment, or vehicles not covered by the client's liability and property damage insurance; or to operate dangerous or unprotected machinery. Client will not allow Essential Personnel employees to work on ladders, scaffolding of any height, or drive. Client agrees that client is in complete physical control of Essential Personnel employees and agrees to supervise Essential Personnel employees at the worksite. Because of such, client agrees to comply with all applicable laws and ordinances relating to health and safety, and in particular agrees and undertakes to provide any safety equipment, clothing, or devices necessary or required by law for any work to be performed, or used by client's employees in the performance of similar work.

The Client Company recognizes Essential Personnel's employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning worker's employment, job assignments, pay procedures, etc. with Essential Personnel. The Company understands that this worker is an employee of Essential Personnel and is referred to this Company on a temporary basis. In the event that Company employs this worker, within a 1 year period after this worker's temporary assignment with Company ends and does not meet the terms of the agreement, Company agrees to pay Essential Personnel's regular employment fee of 25% of the employee's first year earnings. The Company is also guaranteeing a minimum of 4 hours of work per day for the employee, unless otherwise agreed upon with Essential Personnel in writing. By signing below, the Company representative acknowledges that this company understands these provisions and agrees to be bound by them.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Client Phone #