

MASTER STAFFING, LLC. TIMESHEET

1800 EAST MARKET STREET • YORK, PENNSYLVANIA, 17402 • PHONE 717-751-6000 • FAX 717-751-2200

EMPLOYEE NAME & SIGNATURE _____

EMPLOYEE LAST 4 DIGITS OF SS# _____

COMPANY NAME _____

	DATE	START TIME	TIME FINISHED	LESS LUNCH	STRAIGHT TIME	OVERTIME
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
				TOTAL HOURS		

WEEK ENDING
(SUNDAY DATE) _____

SUPERVISOR _____

(An authorized representative of the client company must sign this form)

The hours listed above are accurate. All invoices are to be paid upon receipt. All federal, state, and local laws, as well as safety regulations to protect employees in the work place were followed. Your signature acknowledges the above stated information.

Master Staffing has devoted time and money in regards to advertising, recruiting and training our employees, and our workers are important human resources to Master Staffing. In the event that you employ one of our workers prior to conclusion of the initial term without prior agreement between you and Master Staffing, liquidated damages of twenty percent of the employee's first year's projected annual salary/wage with client company will be invoiced, adjusted to apply a credit for any service fee invoiced and paid, and client company agrees to pay such amount without regard to whether or not the employee actually completes the contract with the client company. If, within one year of introducing a Master Staffing applicant, the client company decides to employ said applicant through their own process or through a competing temporary agency, Master Staffing will invoice client company liquidated damages equal to twenty percent of the employee's first year's projected annual salary/wages with client company.

Master Staffing does not permit its workers to handle cash, checks, or other valuables while on its payroll. Master Staffing does not insure for damage or loss to equipment, machinery, materials, or motorized vehicles. Master Staffing does not assume liability for damage or loss of property; and client company indemnifies Master Staffing for such claims. Master Staffing is indemnified for any claims involving bodily injury, fire, property damage, public liability or other damages as a direct result of one of Master Staffing's contract workers while working at client company. Your signature acknowledges and confirms client company's understanding of the above stated information and agreement to the terms and conditions stated.

The term "client company", as used herein, includes all clients of Master Staffing of whatever nature, including, but not limited to, natural persons, and business entities such as sole proprietorships, partnerships, corporations, and limited liability companies.

Employee name/signature above certifies that you have used all safety equipment required for your assignment, and that no accident or injury was sustained while working on the assignment unless so noted on the comment section below.

Comment: _____

White - Master Staffing

Yellow - Employee

Pink - Company