



# Temporary Employee Time Ticket

SAYRE, PA  
570-888-2960 Fax 570-888-2913  
etimesheetsayre@globalstaffingsrv.com

PENNSAUKEN, NJ  
856-663-2021 Fax 856-484-9362  
etimesheetpen@globalstaffingsrv.com

VINELAND, NJ  
856-696-5890 Fax 856-696-2958  
etimesheetvine@globalstaffingsrv.com

PHILADELPHIA, PA  
215-551-6604 Fax 215-551-7407  
etimesheetphila@globalstaffingsrv.com

PERTH AMBOY, NJ  
732-376-0580 Fax 732-376-0583  
etimesheetpam@globalstaffingsrv.com

TRENTON, NJ  
609-393-4200 Fax 609-393-4302  
etimesheettren@globalstaffingsrv.com

NEW BRUNSWICK, NJ  
732-846-3130 Fax 732-846-3144  
etimesheetnew@globalstaffingsrv.com

DENTON, MD  
410-479-9592 Fax 410-479-9694  
etimesheetmary@globalstaffingsrv.com

Start Date	Start Time	Employees Ordered	Type Work	Global Staffing employees are responsible for returning any company issued safety/weather gear.					
Company ("Client") Name				Raingear	<input type="checkbox"/>	Gloves	<input type="checkbox"/>		
				Back Belt	<input type="checkbox"/>	Hard Hats	<input type="checkbox"/>		
				Work Boots	<input type="checkbox"/>		<input type="checkbox"/>		
Work Site Address					City/State				
Report To					Phone				
Enter Hours Worked Below: (to nearest quarter hour)									
Employee	Mon.	Tue.	Wed.	Thr.	Fri.	Sat.	Sun.	Total	
Client's signature certifies that the hours above are correct and that all work performed in a satisfactory manner. Client acknowledges acceptance of the following Terms and Conditions of Assignment and authorizes Global Staffing to bill Client for all time worked.						TOTAL Hours Worked:			
Client warrants that the representative who signs this agreement is authorized to do so and the Global Staffing may rely upon the signature as binding upon Client. A facsimile or photocopy of this form shall be accepted for billing purposes.									
Signature						Date			
Comments/Requests:									

RETAIN TOP COPY

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## TERMS AND CONDITIONS OF ASSIGNMENT

The persons assigned are employees of Global Staffing Service and shall not be deemed to be an employee of the Customer. Global Staffing Service warrants that their employees are covered by workers compensation and general liability insurance as demanded by state and federal law and that it assumes total responsibility to pay all federal, state and local withholding taxes as well as social security, Medicare, federal unemployment, state unemployment, state health and all other employer payroll taxes. All Global Staffing Service employees are legally authorized to work in the United States of America.

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Global Staffing Service guarantees your satisfaction with our employee's services by extending you a one-day (8 hours) guarantee period. If the employee should not perform his or her duties to your reasonable satisfaction, then in that event, Global Staffing Service will not charge for the first four hours worked, provided of course, that Global Staffing Service replaces the individual assigned. Unless you contact us before the end of the first four hours, you agree that our employee(s) assigned is satisfactory and further agree to these Terms and Conditions of Assignment.

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Our employee(s) will present to you or your representative a time card for verification and signature at the end of each week. Your signature thereon indicates your agreement with all the Terms and Conditions of Assignment and the hours reflected on the timesheet. Our compensation to our assigned employees is on a weekly basis and you will be billed weekly for the total hours worked. Because Global Staffing Service invoices reflect payroll that we have already paid, our invoices are due upon receipt. Each invoice will evidence a separate and distinct contract. Payments should be made payable to: Global Staffing Service, P.O. Box 845510, Boston, MA 02284-5510

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Legally required overtime will be billed at the same multiple as required to be paid the employee (e.g. one and one-half times the billing rate for overtime that must be paid at time and one-half). Major holidays are also billed at the overtime rate regardless of the total hours worked for the week by each individual employee. Major Holidays are defined as the "Customers" major holidays.

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Supervision of Global Staffing Service employees working on your premises is your responsibility. An employee may not handle cash, negotiable or other valuables without the written consent of Global Staffing Service and then only under your direct supervision. A Global Staffing Service employee may not, under any circumstances, transport or convey monies, securities, or any other negotiable instruments.

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After you evaluate the performance and potential of our employees, you may wish to employ one or more of a temp directly. Our employees represent our inventory of recruited personnel and in the event that you wish them converted to your employ; the conversion fee will be 20% of their annual salary. The conversion fee is payable if you hire our employees assigned to you, regardless of their classification, on either a permanent, temporary (including assignments through another agency) or consulting basis within six months after the last day of assignment. There is not a conversion fee for employees who have worked five hundred and twenty (520) hours within a one-year period.

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Global Staffing Service is an equal opportunity employer and does not discriminate because of race, color, religion, sex, national origin, disability or age.

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