



Please fax this timesheet to our office at 402.614.1374 ; timesheets are due by 5:00pm on Friday.

WEEK ENDING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
__/__/__							
TIME IN							
TIME OUT							
LESS LUNCH							
TOTAL HOURS							

WEEK ENDING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
__/__/__							
TIME IN							
TIME OUT							
LESS LUNCH							
TOTAL HOURS							

Round all hours up to the nearest 1/4th hour:

HOURS WORKED: _____ OVERTIME HOURS: _____ PTO / HOLIDAY HOURS USED: _____

****Please note when using PTO hours you must document the amount of hours and what type of hours used when totaling the hours at the bottom-> EX: 8 PTO. "Hours worked" and "PTO hours" are processed / invoiced separately. Prior to using PTO hours please check with the payroll administrator to check your eligibility for this additional benefit****

EMPLOYEE INFORMATION

Employee Name: _____ Client Company: _____

Signature: _____ Employee Phone: _____

CLIENT APPROVAL

The signature below verifies the above hours were worked, and all work was performed in a satisfactory manner.

Client Signature: _____ Date: _____

Terms and conditions:

Cornerstone staffing will invoice your firm as verbally agreed for the services of our contracted employee. Overtime Hours will be billed one-and-one half times the straight billing rate. Our candidate will present a timesheet to your representative for verification and signature at the end of each week. Your signature verifies that the hours worked are accurate and the work was completed in a satisfactory manner. Our compensation to our employee is on a bi-weekly basis and you will be billed bi-weekly for the total hours. Invoices are due 1 upon receipt and failing to pay the charges of Cornerstone when due, the client shall pay all late charges at 1.5% per month, collection and/or litigation costs plus reasonable attorney fees.

If client, any of its affiliates, or any other entity at the direction or suggestion of client hires or engages the services of our candidate as a regular or temporary employee, consultant, or independent contractor during any assignment or within one (1) year after the last day of any assignment through us, client agrees to pay our standard Direct Hire Fee. This fee is calculated at 1% per thousand dollars of the individual's gross annual salary for the first year, including bonus and commission up to a maximum of 30%, unless otherwise agreed in writing by us. Our Temp-To-Hire Policy requires an employee to be on our payroll for a minimum number of hours and for Client to pay an agreed upon conversion fee to hire that individual prior to employee completing this hourly obligation. Client agrees to pay a pro-rated fee based on the hours worked.

Client agrees that our candidates shall not be entrusted with unattended premises, cash negotiable or other valuables, nor shall they be authorized to operate heavy machinery or motor vehicles without written permission in each instance. Company shall not be responsible for any loss of any kind relating to cash, negotiable or other valuables. The scope of Client's engagement of employee does not include the operation of any motor vehicles or heavy machinery. Client assumes full responsibility for payment of claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of the operation of any motor vehicle or heavy machinery by candidate, and further waives coverage under any of our insurance. Should it be necessary for us to employ an attorney to remedy a breach of this agreement or to collect any amount due. Client agrees to pay our reasonable Attorney's fees, costs and expenses. A copy or electronic reproduction of this timecard and any signature affixed shall be considered for all purposes as originals.