



IMPORTANT INFORMATION ABOUT COMPLETING AND FAXING YOUR TIMESHEET

1. PRINT NEATLY USING BLACK OR BLUE INK.
2. ONCE COMPLETED AND APPROVED, **FAX TO (216)525-0500**
3. FAX ON FRIDAY TO ENSURE PROMPT PAYMENT.
4. **FAX ONLY ONE TIME.**

ALLIANCE STAFFING SOLUTIONS

Time worked for one week only. Start with Monday and end on Sunday midnight.
Enter time to the nearest quarter hour (.00; .25; .50; .75) only.

WEEKENDING DATE
/ /

CLIENT INFORMATION		
FACILITY LOCATION		
SUPERVISOR NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER TO FACILITY		
EXT.		

DAY	DATE	REGULAR TIME		LUNCH		OVERTIME (OT) DOUBLETIME (DT)		TOTAL HOURS WORKED
		From	To	From	To	From	To	
MON	/							
TUE	/							
WED	/							
THUR	/							
FRI	/							
SAT	/							
SUN	/							
TOTAL TIME		REGULAR		OVERTIME		DOUBLETIME		

- CLIENT APPROVAL -

THE HOURS AS SHOWN ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL, WE AGREE TO BE BOUND BY THE TERMS OF THE CONDITIONS OF ASSIGNMENT AS STATED BELOW.

COMPANY: _____

SUPERVISOR
SIGNATURE _____

TITLE: _____

ALLIANCE STAFFING SOLUTIONS EMPLOYEE

PLEASE PRINT EMPLOYEE NAME:

LAST 4 DIGITS OF SOCIAL SECURITY:

I CERTIFY THAT THE DAYS SHOWN ON THIS TIMESHEET ARE CORRECT AND WERE WORKED BY ME:

EMPLOYEE'S SIGNATURE:

CONDITIONS OF ASSIGNMENT

Our employee is assigned to you under the following Conditions of Assignment:

- 1.) Our employee will present a time sheet to you or to your representative for verification and signature at the end of each week. Your signature thereon indicates your agreement with all the Conditions of Assignment. By signing this timesheet, the client agrees to pay for the hours approved above. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because Alliance Staffing Solutions invoices reflect payroll we have already paid, our invoices are due upon receipt.
- 2.) A conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary or consulting basis within six months after the last day of the current assignment. Client agrees to pay a conversion fee if our employee assigned is hired by a subsidiary or affiliate or other business as a result of your referral of our employee to that company. Conversion fees will be discussed on an individual case by case basis. In addition, the Client shall pay the applicable placement fee stated below for converting the Temporary into a permanent employee of the Client. These fees are a percentage of the Temporary's annual gross compensation at the time the Temporary accepts the Client's offer of permanent employment. The Client agrees to provide appropriate proof of the annual gross compensation, if requested. Alliance will no longer have payroll or any other responsibility for the Temporary once the Client has hired the Temporary on a permanent basis. The Client shall pay Alliance 25% of the Temporary's annual gross compensation if the Client hires the Temporary on a permanent basis before the Temporary has billed 520 hours, unless negotiated otherwise.
- 3.) Supervision of an Alliance Staffing Solutions employee's work on your premises (or wherever you assign the employee) is your responsibility. Any injury property damage, lost production or financial losses of any type are the full and complete responsibility for the client. Alliance Staffing Solutions is not liable for any damage of losses caused by our temporary while under client supervision and control.
- 4.) It is understood that we will not authorize an Alliance Staffing Solutions employee to operate any equipment including automotive equipment. It is agreed that the client accepts full responsibility for bodily injury, property damage, theft, collision or public liability damage claims, any of which may be caused a result of an accident while an Alliance Staffing Solutions employee is operating or using clients equipment including driving the client's vehicle, whether owned or rented.
- 5.) Each invoice, resulting from this approved timesheet, will evidence a separate and distinct contract. Unless otherwise prohibited by law of the state where this placement occurred, in the event you fail to pay the charges of Alliance Staffing Solutions when due, then you agree to pay all costs of collection of Alliance Staffing Solutions, including reasonable attorney fees, whether or not suit is initiated.