



**Social Security #:** XXX-XX- \_\_\_\_\_ **Sunday**  
**Name:** \_\_\_\_\_ **Week Ending:** \_\_\_\_\_

**List Dates / Hours Worked below to nearest 1/4 Hour. Please enter times as show in sample below**

Date	Day	Time Started	Lunch Out	Lunch In	Time Finished	Total Hours
	Mon					
	Tue					
	Wed					
	Thu					
	Fri					
	Sat					
	Sun					

**Total Hours for Week**  
(to nearest 1/4 hour)

<p><b>EMPLOYEE</b></p> <p>I certify that I was not injured on this assignment this week. I agree I worked the above hours and have read and agree to the information below</p> <p>Employee Signature _____</p> <p>Assignment Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Available for Work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>(if availability not indicated, CSS may assume I am not available.) If you check Yes to either question, contact your local CSS Branch</small></p>	<p><b>CLIENT</b></p> <p>I certify that the above CSS employee worked the hours listed on this timesheet and agree to the terms set forth in the Customer Agreement below.</p> <p>Name of Company _____</p> <p>Authorized Signature _____</p> <p>Print Name _____</p> <p>Dept _____ Phone &amp; Ext _____</p> <p style="text-align: center;">Includes acceptance of terms and conditions below</p>
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**WARNING! Altering or falsifying this timesheet is a federal offense and you will be prosecuted!**

Employee Instructions	Customer Agreement
<ol style="list-style-type: none"> <li>This timesheet must be received by our office within 14 days of the week ending date or it will not be valid.</li> <li><b>WARNING:</b> Altering or misrepresentation of hours or dates is a criminal offense.</li> <li>Employees working at more than one company during the week ending period (Monday - Sunday) may not have hours exceeding 40 hours, except with CSS's written permission.</li> <li>I agree to notify CSS by phone or mail within 24 hours after termination of said job assignment. If I fail to give such notice, CSS may assume that I am terminating my employment with ESSG.</li> <li>I agree that I have immediately reported any injuries that have occurred to ESSG or CSS.</li> <li>I agree that I will not work for this client directly, or through another temporary or leasing company on the same or similar assignment in a temporary or permanent job basis for a period of twenty-six (26) weeks after the date of the assignment, or I agree to pay CSS the sum of three thousand dollars (\$3,000) as a placement fee.</li> <li>I agree to notify CSS immediately if the client changes my employment duties, or asks me to drive any vehicle including my own vehicle in connection with the employment.</li> <li>You must fill out a separate timesheet for each week ending. If you worked days extending over two week ending dates, you must use two (2) timesheets.</li> <li><b>This timesheet must be filled out completely.</b> Please ensure that your social security number and name are printed legibly. Failure to do so may result in your check being delayed.</li> <li>Keep a copy of this timesheet for your records.</li> </ol>	<ol style="list-style-type: none"> <li>CSS, acting as agent for ESSG, to supply temporary help and staffing services, generates its revenues through services it renders through the efforts of its employees to its customers and, therefore, has a substantial and ongoing investment in these employees. Absent an agreement to the contrary, Customer acknowledges the importance of ESSG's employees to the operation of ESSG and agrees that it will not utilize or employ any ESSG employee, or hire any ESSG employee through any other supplier, service, or leasing company, for a period of twenty-six (26) weeks after the date of the employee's last timesheet from assignment through CSS, without consent in writing from CSS. Customer agrees that if customer desires to utilize or employ any ESSG employee, or hire an employee of ESSG through another supplier, service, or leasing company, on a permanent or a temporary basis, the employee will remain on ESSG's payroll for a minimum of an additional twenty-six (26) weeks from the date of notification in writing, or, in the alternative, the customer will pay CSS the sum of three thousand dollars (\$3,000.00) to compensate ESSG for the loss of each employee. (Section does not apply to technical and professional temporaries whose buyout would be based on salary level and specific job assignment.)</li> <li>Temporary employees are not responsible for the handling of cash or valuables without written permission from CSS.</li> <li>Customer agrees that temporary employees are under the direction and control of Customer.</li> <li>Customer agrees that ESSG's insurance does not cover loss or damage caused by ESSG's employees operating customer owned or leased vehicles or equipment. Customer agrees to accept full responsibility for claims arising from such use.</li> <li>Customer has the duty to notify CSS before any change in a temporary employee's job assignment.</li> <li>The Customer agrees and warrants to CSS that it will provide a reasonable safe place for ESSG employees Customer agrees to indemnify ESSG and CSS for any harm if job assignment is changed without notifying CSS. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects ESSG employees including, but not limited to, OSHA required training and emergency medical response assistance to injured ESSG workers.</li> <li>The signing of this timesheet constitutes acceptance to the above paragraphs and that the person performed satisfactorily. The Customer agrees that timesheets that are emailed constitutes a binding signature for invoicing. The above hours are correct and payment terms are net due upon receipt of invoice.</li> </ol>

