



# Win -Temp, LLC

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Fax To 212 - 697 - 0824 or email to [glibornio@winstonstaffing.com](mailto:glibornio@winstonstaffing.com)

1. Type or use ballpoint pen
2. Use separate sheet for each week and each client.
3. Must be signed by authorized representative of client company
4. Time sheets must arrive by Monday in order for you to be paid by Wednesday.

**IMPORTANT FOR EMPLOYEE:** BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS BELOW; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE; AND CERTIFIES NO ACCIDENTS OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT UNLESS NOTED IN COMMENTS SECTION BELOW.

EMPLOYEE SIGNATURE																					
PRINT EMPLOYEE NAME																					
SOCIAL SECURITY NUMBER	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH ½ HR. MIN.	TOTAL HOURS
	MON				
	TUE				
	WED				
	THU				
	FRI				
	SAT				
	SUN				

**TOTAL HOURS FOR WEEK (TO NEAREST ¼ HOUR)**

Client Company \_\_\_\_\_ Dept. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone and Extension # \_\_\_\_\_

**WRITE OUT TOTAL NUMBER OF HOURS WORKED BELOW**

\_\_\_\_\_ HRS \_\_\_\_\_ MINS

## WIN-TEMP, LLC

**IMPORTANT FOR CLIENT:** BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS BELOW. CROSS OUT DAYS NOT WORKED BEFORE SIGNING.

We certify that the hours indicated are correct, that the work performed was satisfactory and that the person signing is authorized to sign on behalf of the client.

This is to confirm that the employee named on the front was recruited, interviewed, selected and oriented to perform services for the client and that Win Temp, LLC did not participate in that process nor conduct any investigation as to the background and suitability of such employee. Accordingly, WIN TEMP, LLC will not be liable for any losses or damages resulting from the performance by such employee. Client agrees to indemnify and hold WIN TEMP, LLC harmless from and against all claims for losses, liabilities, damages or injury arising out of or attributable to the performance by such employee of his / her duties or any action taken by such employee. The Client has not and will not entrust WIN TEMP, LLC with unattended premises, cash, negotiable securities or instruments or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from WIN TEMP, LLC in each instance, and since WIN TEMP, LLC's insurance does not cover loss or damage caused by WIN TEMP, LLC employee's operating the Client's owned or leased motor vehicles. Client therefore accepts full responsibility for claims, including the defense thereof and will hold WIN TEMP, LLC harmless from any such claim arising out of a WIN TEMP, LLC employee operating such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage. WIN TEMP, LLC is not responsible to client or others for claims made under its fidelity bond, unless such claims are reported to WIN TEMP, LLC in writing by the Client within thirty (30) days after occurrence. Client will indemnify WIN TEMP, LLC from claims or liabilities pursuant to the Occupation Safety and Health Act Governing premises owned or controlled by Client an to which WIN TEMP, LLC employees are assigned to perform services in or are present in. Our obligation to pay for services rendered is not affected if the temporary employee terminates the assignment prior to completion. Client agrees that if any invoice is not paid when due, interest shall accrue at the rate of 1.5% per month, or the highest rate permitted by law, whichever is lower. In the event it becomes necessary for WIN TEMP, LLC to institute legal action to collect any past due monies, WIN TEMP, LLC shall be entitled to recover the costs of such judicial action including attorney's fees. Client acknowledges that WIN TEMP, LLC is an equal employment opportunity employer, and agrees that it shall not harass, discriminate against or retaliate against any WIN TEMP, LLC employee because of his or her race, creed, national origin, age, sex, disability, color, veteran status, sexual orientation, marital status or other category protected by law. WIN TEMP, LLC invoices are for labor and we agree to pay such invoices upon receipt.