



Focus 1 Staffing

(361) 883-7300
www.focus1staffing.com

EMPLOYEE NAME:	PAYROLL WEEK (SUN):
CLIENT COMPANY / WORKSITE LOCATION:	
LOCATION SUPERVISOR:	

Please fax to (361) 288-8525 by noon each Monday and call (361) 883-7300 to confirm receipt.

Failure to do so may result in your paycheck being delayed.

	DATE	START TIME	LUNCH OUT	LUNCH IN	END TIME	TOTAL HOURS
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						

Round all hours to the nearest ¼ hour.

MUST BE SIGNED BY EMPLOYEE AND JOB SITE SUPERVISOR
By signing below, client agrees that the hours shown have been worked to client's satisfaction and client authorizes Focus1 Staffing to invoice client at the agreed upon rate for the total hours shown, and client authorizes all hours in excess of 40 hours per week to be invoiced at the rate of one and one-half times the regular hourly billing rate.

REGULAR HRS	
OVERTIME HRS	

TIME REPORT and INVOICING AGREEMENT

EMPLOYEE: I attest that the above is a true and correct representation of the hours I worked on the assignment with the client company on the dates shown. I have received authorization to conduct this work by the client, including any overtime I worked.

I have received a copy of the Employee Guidelines and acknowledge my responsibilities under the Guidelines and may call (361) 883-7300 to receive a current copy of the Employee Guidelines at any time. I certify that I have not sustained any injury that has not been properly reported to Focus1.

I will contact Focus1 Staffing regarding any change in the nature of my assignment, including extensions of the assignment, offers of employment or other contract work by the client. I will contact Focus1 Staffing at (361) 883-7300 and leave a message on the availability mailbox (accessible 24/7) within 72 hours of the end of my assignment whether scheduled, unscheduled, voluntary or involuntary, and that if I do not do so, Focus1Staffing may assume that I am not available for further work, which may affect eligibility for unemployment benefits.

EMPLOYEE: _____

DATE: _____

CLIENT agrees that Focus1's obligation to CLIENT is limited to assigning employees and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.

CLIENT's signature on this timesheet certifies that the hours are correct, that the work was performed to CLIENT's satisfaction and authorizes Focus1 to bill CLIENT for such hours. In the event an Assigned Employee works for CLIENT more than forty (40) hours in any workweek, CLIENT will pay an increase in the bill rate to reflect such additional compensation plus applicable markup. Client agrees that there is a four (4) hour minimum charge per assigned employee per workday.

CLIENT agrees to pay Net Upon Receipt of invoice, and to pay late charges on any unpaid balances as agreed in the applicable Service Agreement or 1½% per month if no such agreement exists.

CLIENT agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of Focus1 and then only under Focus1's direct supervision and control, and that it will not request or permit any Assigned Employee to use any vehicle or motorized equipment, regardless of ownership, in connection with the performance of services for CLIENT.

If CLIENT hires or otherwise engages the services of an Assigned Employee after the Assigned Employee has worked at CLIENT's facility for at least 640 billed hours on any consecutive assignment, Focus1 shall waive any placement fee, conversion fee, or liquidated damages, provided that CLIENT has paid all invoiced amounts for such Assigned Employee. In the event CLIENT hires or otherwise engages an Assigned Employee prior to such period, CLIENT shall pay Focus1 an amount equal to what CLIENT would have paid had such Assigned Employee worked at CLIENT through Focus1 for this period at then-current rates unless an executed Client Service Agreement exists which reduces the number of minimum billed hours or establishes early buyout terms.

CLIENT: _____ DATE: _____