

# Talent Timesheet

## Instructions for Completing and Submitting Timecard

1. Complete all information on the timecard. A separate timecard must be completed for each job assignment each week. Be sure to include your name, employee ID #, branch, client name and job #. You will be given a job number for each assignment. This number is needed to ensure prompt processing of your paycheck. If you do not know your employee ID number, branch number or job number, call the office that placed you.
2. At the end of each week, have the supervisor sign your timecard and give him/her a copy.

## Paycheck Procedures

1. Direct deposit paystubs are not mailed. Paystub detail is available online. Instructions are available at [www.attero.com](http://www.attero.com).
2. Live paychecks are mailed every week from West Monroe, LA. Mail service may take up to 7 working days for delivery of checks. Postal delays may occur.
3. Forgery or modification of real time worked is a Felony and all Fraudulent occurrences will be prosecuted to the fullest extent of the law.

Please note: In order to guarantee accurate and prompt payment, please fill in all information. **Fully completed and approved timecards must be submitted by 10:00AM Monday to ensure on time payments.**

<b>Email timecard to:</b> <a href="mailto:tactime@staffmark.com">tactime@staffmark.com</a>		<b>TIMECARDS ARE DUE BY</b> <b>10:00AM CST ON MONDAY</b>								
Employee Name <input style="width: 80%;" type="text"/>		Employee ID <input style="width: 15%;" type="text"/>		Branch Location/#: <input style="width: 15%;" type="text"/>		Job # <input style="width: 10%;" type="text"/>		Client Name <input style="width: 80%;" type="text"/>		
Weekending Date (MM/DD/YYYY) <input style="width: 15%;" type="text"/>		Please note: In order to guarantee accurate and prompt payment, please fill in all information.					Client Address <input style="width: 80%;" type="text"/>		City, State <input style="width: 80%;" type="text"/>	
<b>DAY</b>	<b>DATE</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>TOTAL HOURS</b>				
Monday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Tuesday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Wednesday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Thursday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Friday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Saturday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
Sunday	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>				
I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Client.					Straight Time <input style="width: 50%;" type="text"/>		Client Signature <input style="width: 80%;" type="text"/>			
Employee Signature <input style="width: 80%;" type="text"/>					Over Time <input style="width: 50%;" type="text"/>		Date <input style="width: 80%;" type="text"/>			
					Double Time <input style="width: 50%;" type="text"/>		Title <input style="width: 80%;" type="text"/>			
							Telephone # <input style="width: 80%;" type="text"/>			

Client Address

City, State

Client Verification (please write out)

Hours

Minutes

The undersigned, a duly authorized representative of the above Client, hereby (1) certifies that the above hours are correct and that the work was performed in a satisfactory manner; and (2) confirms Client's agreement to the terms stated below.

Client Signature

Date

Title

Telephone #

## Client Agreement

The individual signing this timecard is an authorized representative of the client and hereby certifies that the hours worked as indicated on the timecard are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that Attero expends considerable effort and incurs substantial expense to recruit, screen, test and train its employees. We also understand that persons placed at our company through Attero are Attero's employees. Should you (the client) decide that an Attero employee is qualified for employment with your company, please contact Attero. Attero will be happy to explain its fee structure which takes into consideration the length of time for which the employee has been assigned to you, the nature of the position, and the volume of business you conduct with Attero. Attero is confident that we can reach a mutually advantageous agreement. However, by your (the client) signature you acknowledge your understanding and agreement that 1) you (the client) may not hire any person assigned to you from Attero without written permission from Attero 2) you (the client) may not transfer any person assigned to you from Attero to the payroll of any other temporary agency or company or allow any person assigned to you from Attero to work at your company for a period of 180 days from the last date at which s/he was assigned to you through Attero. We (the client) acknowledge that if we breach the above terms, we will pay Attero a settlement fee equivalent of the greater of \$1,500 or 1% per thousand dollars of the person's annual salary up to a maximum of 30% of annual salary.

We understand that the supervision of the assigned Attero employee for the agreed upon duties is our (the client) responsibility.

We agree not to authorize any Attero employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's Release Form supplied by Attero. We agree to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by an Attero employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

We agree not to advance or entrust an Attero employee with cash, negotiable instruments or other valuable property without prior written permission from Attero. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by an Attero employee while handling cash, negotiables or other valuables.

Under no circumstances will Attero or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to Attero within ten days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim.

We further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposures to hazardous substances, and to insure that Attero employees use any protective equipment necessary to perform assignment safely.

This Attero employee is compensated on a weekly basis; therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. We will be billed for the hours shown on this timecard at the agreed upon rate. Overtime hours will be billed at either one-and-one half or two times the straight time billing rate. In the event that we fail to pay the charges of Attero (whether for temporary services or settlement fee) when due, we (the client) shall pay all late charges @ 1.5% per month, collection and/or litigation costs plus reasonable attorney's fees.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Attero or any other employees and agree to indemnify and hold Attero harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Attero by reason of our (the client) failure to comply with same.