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EMPLOYMENT SERVICES

Job Number _____

Day	Date	IN	OUT	LUNCH	TOTAL	Round to the nearest 1/4 hour
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						
Sat.						
Sun.						
TOTAL REGULAR HOURS:						
TOTAL OVERTIME HOURS:						

White Copy: To Unique Immediately Yellow Copy: To Employee Pink Copy: To Client Company

**ALL TIMESHEETS ARE DUE BY 12PM ON MONDAY! IT IS EMPLOYEE'S RESPONSIBILITY TO SUBMIT TIME.
 INCOMPLETE TIMESHEETS WILL NOT BE ACCEPTED!**

Employee _____ Phone _____ Last 4 digits of SSN#

I hereby certify that the hours stated below were worked by me during the week designated and were certified by an authorized representative of **Unique's** Client.

I understand that I am to call the **Unique** HR Department at 1-800-824-8367 within two business days of completing this assignment to discuss a new job assignment. If I do not, I may lose my right to collect unemployment benefits.

Employee's Signature: _____ **Date:** _____

Client Company, Department _____ Supervisor & Phone _____

Job Site Address: _____

It is hereby agreed that the hours stated are correct, and that work was performed satisfactorily. Hours in excess of 40 per week will be billed automatically at time-and-one-half. Supervisor approval indicates acceptance of Terms and Conditions on reverse side of client copy.

Supervisor's Signature: _____ **Date:** _____

TERMS AND CONDITIONS

CLIENT AND EMPLOYEE AGREEMENT

Each of us agrees that no hours will be worked in excess of eight (8) in any UNIQUE workday or more than forty (40) in any UNIQUE workweek, unless prior approval is obtained from the local UNIQUE office.

CLIENT AGREEMENT

It is agreed that the individual signing this timesheet is an authorized representative of the client company and hereby certifies that the hours are correct and that the work was performed satisfactorily. The client agrees that overtime worked performed by UNIQUE employees is charged at the overtime rate required by law. Payment is due net 15 days of invoice. Interest charged on any unpaid balance after 30 days will be at a rate of 1.5% per month, but not greater than the legal rate of interest, until paid.

Client agrees that no insurance is provided by UNIQUE for physical loss or damage to client's machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of UNIQUE, its agents or employees and that UNIQUE shall not be liable for physical loss or damage to said property or loss of said property caused by UNIQUE, its agents, or employees. Also, the client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of a UNIQUE employee driving such vehicles.

Client will not entrust UNIQUE employees with the care, custody, or control of cash, negotiable securities, valuables, or other similar property unless prior written consent from UNIQUE is obtained. It is understood and agreed that claims made under the commercial Blanket Bond must be reported in writing to UNIQUE within 30 days after discovery of the occurrence.

Client will furnish UNIQUE employees with a safe place to work as the client does for our own employees. Client confirms they are familiar with all applicable OSHA requirements and regulations and that client is in compliance with OSHA Hazardous Communication Standards as well as state right-to-know laws. Client agrees to notify UNIQUE immediately of the presence of any hazardous materials or chemicals in or near the areas where UNIQUE employees are working or may be assigned to work. As UNIQUE employees are assigned to work on our premises and under our supervision, client will indemnify and hold UNIQUE harmless in the event that any OSHA citations are issued and/or any claims are brought based on OSHA violations.

All further services to be provided are also expressly subject to the client's acceptance of these Terms and Conditions.

Client agrees that these Terms and Conditions shall apply to all future orders.

No oral statement of any person shall modify or otherwise affect the fore-going Terms and Conditions.

TRANSFER POLICY FOR HIRING A TEMPORARY

Client agrees that use of the employee named on the reverse side of timesheet (albeit temporary or temp-to-hire), will be through UNIQUE for the timeframe agreed to per the CSA. If the client desires to hire this employee on a permanent basis before this time, it is agreed that notification of intent will be given to UNIQUE. A liquidation fee of 1% per thousand of the gross annual salary not to exceed 20% will be paid to UNIQUE. This fee may be paid in a lump sum or the temporary may remain on UNIQUE payroll until the fee is satisfied. UNIQUE staff can provide exact figures.

EMPLOYEE AGREEMENT

I understand that this timesheet is the record that I was on assignment and worked the hours shown on the face hereof. UNIQUE cannot issue payment without presentations of a time sheet initiated by me and signed by the authorized representative of UNIQUE client. I agree that any timesheet not submitted for payment within ninety (90) days from the end of the work week which it represents will be void. I understand it is my responsibility to provide Unique a complete time sheet for payment.