

2813 SW Wanamaker Rd  
 Topeka, KS 66614  
 Phone: (785) 273-9944  
 Fax: (785) 273-7799

500 N. Western Ave  
 Sioux Falls, SD 57104  
 Phone: (605) 333-9999  
 Fax: (605) 333-9887



Employee Name \_\_\_\_\_

Company Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Title/Dept \_\_\_\_\_

Are you available for work?      YES      NO

Is this employee continuing this assignment?      YES      NO

**Employee Agreement**

I certify that I have worked the hours shown on this time sheet. If I do not contact Premier within 24 hours after completion of my assignment, Premier may assume that I am not available to work.

**Customer Agreement**

By execution of this form, Customer certifies that: hours shown are correct; work was done satisfactorily; and that customer agrees to the terms and conditions on the reverse side of this form. Please draw line through unused spaces above.

Employee Signature \_\_\_\_\_

Customer Signature \_\_\_\_\_

Day	Date	Time Started	Time Finished	Less Lunch	Hours Worked		For Office Use Only
Sunday							V/H
Monday							
Tuesday							REGULAR HOURS
Wednesday							
Thursday							O.T. HOURS
Friday							
Saturday							
				<b>TOTAL HOURS- Round to 1/4 hour (15 min)</b>			

**TERMS & CONDITIONS**

- CLIENT agrees that Premier's obligation to CLIENT is limited to assigning employees with certain skills and abilities 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; 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 Premier to bill CLIENT for such hours. CLIENT agrees that, in the event an Assigned Employee works for CLIENT more than forty (40) hours in any workweek, Employee will be paid at time and one-half and CLIENT will pay an increase in the bill rate to reflect such additional compensation plus applicable markup.
- CLIENT agrees to pay Net Upon Receipt of invoice, and to pay late charges of \$25.00 per month or the maximum legal rate, whichever is higher on any unpaid balances after 30 days from the date of invoice. In addition to late charges, CLIENT agrees to pay all collection expenses, including attorney's fees, interest and court costs. If suit is required, Shawnee County in the state of KS has jurisdiction and all proceedings will be held in Shawnee County.
- 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 Premier and then only under Premier's direct supervision and control, and that it will not request or permit any Assigned Employee to use a vehicle, regardless of ownership, in connection with the performance of services for CLIENT.
- CLIENT agrees not to directly or indirectly cause or permit any Employee assigned to CLIENT by Premier to transfer to another entity's payroll to perform services for CLIENT, or to hire Assigned Employee directly on to its own payroll or engage such employee as an independent contractor for a period of one (1) year after such assignment ends. In the event that CLIENT hires or so engages services of Assigned Employee prior to such one (1) year period, CLIENT shall pay to Premier a placement fee in an amount equal to Premier's standard placement fee agreement.