

# SPECIFICATIONS FOR USING EMPLOYEES OF HH STAFFING SERVICES

Customer understands that the terms listed below are contractual obligations and any breach of these obligations constitutes a breach of contract with HH Staffing Services.

## HH STAFFING SERVICES

- A) Recruit, hire, skill assess, local background check, E-Verify, sex offender check, and references checks of prospective employees.
- B) Establish wages and fringe benefits (if any) of employees, at a level which is both economical and ensures contented employees.
- C) Pay employee's salary, withholding and required payroll taxes, and maintain Workers' Compensation Insurance as required by state law.

## CUSTOMERS SHALL:

- A) HH Staffing Services has a large investment in the recruitment of its employees, (see A above). If a customer wishes to hire a HH Staffing Services employee, they must first utilize them for a period of 560 hours, at which time they can be released from our payroll at no additional fee.
- B) If a customer utilizes a HH Staffing Services employee and wishes to hire our employee before completion of 560 hours, or within one year of the last working date designated on the front of this slip, we calculate the remaining hours, multiply that by the difference between the customer bill rate and the employee pay rate. You then arrive at the hiring fee.
- C) I understand that HH Staffing Services will not authorize any of their employees to operate any power equipment, power tool, moving vehicle or climb above 6' high.
- D) I understand that any HH Staffing Services employee is not to be left with unattended premises or valuables. HH Staffing Services will not be held responsible for any losses incurred.
- E) Provide company liability insurance covering the worker and a safe and healthy workplace which is consistent with the requirements of the Occupational Health and Safety Administration; to provide any special safety equipment or clothing needed to ensure that.
- F) All invoices to customers are due and payable on receipt. We reserve the right to charge past due accounts 1.5% interest per month from due date. Annual percentage rate 18%. Customers placed in collections will be responsible for collection cost and/or legal fees.



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An Equal Opportunity Employer  
**TIME SLIP**  
**30401**

www.hhstaffingservices.com

CUSTOMER: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

REPORT TO: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

**IMPORTANT**  
Employees will be paid and customers will be billed according to the total hours signed. YOU ARE RESPONSIBLE TO REPORT THE PROPER LUNCH TIME, otherwise we will bill you the hours you recorded and signed for. Retain white copy for your records.  
If an employee works over 40 hours within our one week pay period, Monday thru Sunday, you will be charged time and 1/2 for hours greater than 40.  
HH Staffing Services, guarantees the performance of their employees. If you are not satisfied please contact our office within the first 4 hours and we will gladly make proper restitution. Otherwise a 4 hour minimum is required.  
I have read and agree to the terms and conditions listed on the reverse side of this slip.

DAY	DATE	HOURS TO NEAREST QUARTER HOUR			TOTAL HRS.
		Started	Finished	Less Lunch	
Mon					
Tues					
Wed					
Thur					
Fri					
Sat					
Sun					
<b>TOTAL HOURS WORKED</b>					

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

**(DO NOT SIGN UNLESS EMPLOYEE HAS SIGNED SECTION BELOW - See Back for Service Agreement)**

Employee certifies no accident or injury was sustained while working on this assignment unless so noted in this comment section.

Comments: \_\_\_\_\_

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

FUTURE ORDERS:	DATE NEEDED	DATE ENDING	START TIME	# OF HRS.	# OF EMPL.
			AM PM		

CUSTOMER - White Copy • RETURN WITH EMPLOYEE - Yellow Copy • OFFICE - Pink Copy