



TIME SLIP

OFFICES IN:
Sarasota(Corporate), Orlando, Tampa,
Ft. Myers & Ft. Lauderdale

E-mail to: customerservices@hhstaffingservices.com

An Equal Opportunity Employer

COMPANY: _____	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 A 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 to the right side.

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

Authorized Signature _____ Title _____
(DO NOT SIGN UNLESS EMPLOYEE HAS SIGNED SECTION BELOW – See the right side) Signing this time slip acknowledges that you have read agreement on the right.

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 AM PM	# OF HRS.	# OF EMPL.
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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 reference 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 will credit client the percentage of hours billed towards the 560 total hours needed.
- C) I understand that HH Staffing Services will not authorize any of their employees to operate power tools such as circular saws, table saws, and similar. Basic power hand tools are permissible. Employees are not allowed to operate moving vehicles, with the exception of golf carts, unless prior approval has been obtained. Ladder use can be no higher than the second rung (step) of a 6 foot ladder.
- 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.