

40 Wall Street, 16th Floor New York, NY 10005 212-766-1222•Fax:212-233-0002
 51 East 42nd Street, 18th Floor New York, NY 10017 212-557-6252

Temporary Employee Please Complete

Print Your Name _____
 Job Title _____
 Social Security # _____ Week Ending Sunday _____

Temporary Employee Please Complete

Client Please Complete

Day of Week	Date	Time In	Time Out	Less Lunch	Regular Hours	Overtime Hours Over 40
MON						
TUES						
WED.						
THURS.						
FRI.						
SAT.						
SUN.						

Name of Company _____
 Authorized Signature _____
Includes acceptance of terms and conditions below.

Print Authorized Name _____
 Dept. _____ Tel.# _____ Ext. _____
 Please Write Total Hours Worked _____

Hold Check At (Choose one)
 Midtown Downtown Mail Check Direct Deposit

- Before signing, please check the hours and write in the space provided above.
- Please make a copy for your records.

Total Hours for Week to Nearest ¼ Hour
 Have you completed your assignment? If yes, contact your counselor.
 Yes No

I hereby certify that the hours shown above are accurate for the week designated and were approved by an authorized representative of the company.

-And-
 No accidents or injuries were sustained while working on this assignment, unless reported.

Employee Signature _____

Payroll Fax: 212-233-0002

E-mail: payroll@employcore.com

Terms & Conditions

Customer certifies that the total hours shown on this timesheet for this employee (the "Employee") is true and correct. The Employee performed all services for Customer in a satisfactory manner and Core Staffing Services, Inc. ("Core") is authorized to bill Customer for these hours. Customer acknowledges that in any event Employee works more than 40 hours in any workweek for Customer, Employee is entitled to compensation at the hourly rate of time and one-half for such overtime hours and Customer will be responsible to pay Core 1.5 times the previously agreed upon bill rate for all such hours in excess of 40 in any workweek. Customer's obligation to pay for services rendered is not affected if Employee terminates the assignment prior to its completion. Core, at its discretion, can impose a late payment charge on overdue invoices at the rate of 1½% per month (or the maximum rate permitted by law, if less). An invoice will be deemed overdue if not paid within 30 days from its issuance.

While on assignment with Customer, Employee's work is performed solely under Customer's supervision and control. Customer recognizes, however, that Employee is an employee of Core, and Customer accepts the obligation to discuss with Core all matters concerning Employee's employment, including without limitation, job assignments, Employee's permanent placement with Customer and payroll procedures.

Core has incurred substantial recruitment, screening, administrative and marketing expenses in the course of providing the services of Employee to Customer. Except with Core's prior written consent, Customer agrees to pay Core its standard placement fee then in effect for permanent employee placement in the event Customer or any of its affiliates directly or indirectly (i) employs Employee; (ii) utilizes or pays Employee in any consulting, freelance or other capacity; or (iii) utilizes or pays for Employee's services through any other temporary service or staffing firm or agency within 180 days after the termination of Employee's most recent temporary assignment with Customer through Core. (A copy of Core's current fee schedule may be obtained upon request.)

Customer agrees that: (i) Customer has not and shall not entrust Employee with unattended premises, cash, negotiables or any other valuables, or authorize Employee to operate machinery or motor vehicles, without the prior written consent of Core in each instance; (ii) Core's insurance does not cover loss or damage caused, directly or indirectly, from the operation of any Customer-owned or leased motor vehicle; (iii) Core is not responsible for claims made under its Fidelity Bond unless any such claim is reported in writing to Core by Customer within 30 days after the occurrence of an event giving rise to the claim; (iv) Customer shall fully comply with the Occupational Safety and Health Act, as amended, and all other safety and health laws or regulations relating to premises owned or controlled by Customer to which Employee is assigned; and (v) Customer shall fully comply with all federal, state and local labor laws and regulations.

Customer shall defend, hold harmless, and indemnify Core, and Customer accepts full responsibility, for any and all claims and demands resulting from Customer's violation or breach of this Timesheet Agreement. Customer agrees to pay Core its reasonable costs and expenses, including attorneys' fees, arising out of Core's enforcement of this Timesheet Agreement.

By signing this Timesheet Agreement, Customer, on behalf of itself and all of its subsidiaries, affiliates, agents and assignees, agrees to the above terms.

Employee Agreement

In consideration of my hiring and employment by Core Staffing Services, Inc. ("Core"), I agree not to accept any employment or independent engagement, directly or indirectly, whether full-time or part-time, with a customer of Core to whom I am assigned within a period of 180 days following the termination of such assignment.

I understand that my employment with Core and my assignment with a customer of Core is at-will and may be terminated at any time for any reason or no reason.

I agree to contact Core after each assignment ends or Core will assume that I am not available for work, and that if I fail to contact Core without good cause, any applicable unemployment benefits may be denied.

Performance Appraisal Survey We appreciate the opportunity to service your temporary staffing needs. In order to assess the quality of our service please take the time to complete the following evaluation form. **Only one evaluation is necessary for each temporary employee.**

5 = Excellent 4 = Above Expectations 3 = Meets Expectations 2 = Below Expectations 1 = Poor

Please check the Appropriate Box

	5	4	3	2	1
1. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Office Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Will you request this person again?	<input type="checkbox"/> Yes		<input type="checkbox"/> NO		

Comments:
