



12 Forge Pond Road
 Canton, MA 02021
 (781) 575-0500 • Fax: (781) 575-0502
 southshorestaffing.com

Please fax timesheet to 781-575-0502 by noon MONDAY week following and round totals to nearest quarter hour (.25, .50 or .75).

DAY	DATE	START TIME	FINISH TIME	LESS LUNCH	TOTAL HOURS
Sun.					
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					

EMPLOYEE: _____

CLIENT: _____

WEEK ENDING: _____
 (Saturday)

TOTAL HOURS: _____ TOTAL OVERTIME HOURS: _____

EMPLOYEE: _____
 (Signature)

WHITE – Employee

CLIENT: _____
 (Signature)

YELLOW – Client

Client signature indicates acceptance of the terms and conditions outlined on the back of this time slip.

Being authorized on behalf of the client to enter into an agreement with South Shore Staffing Inc., I hereby:

- Certify that the attached hours are correct and that the work was performed in a satisfactory manner.
- Confirm that an agreement does exist with South Shore Staffing, Inc. and the client outlining the terms, conditions, and fees under which temporary help is placed with the client.
- Understand that South Shore Staffing incurs substantial recruitment, employment, marketing and administrative expenses in connection with its employees, and agrees that if the client should employ the temporary either directly or through another staffing firm within 1 year of the end date of his/her assignment, the client will pay South Shore Staffing a conversion fee as outlined in the terms and conditions of the original agreement.
- Agree not to entrust South Shore Staffing employees with cash, valuables, or other negotiables or authorize employees to operate machinery or motor vehicles without prior written approval from South Shore Staffing, and understand that South Shore Staffing insurance does not cover loss or damage caused by a South Shore Staffing employee operating client's owned or leased motor vehicles.
- Agree to indemnify and hold harmless South shore Staffing from any claims and demands arising out of violation of employment laws, including OSHA, EEO and Immigration laws on the client's premises.
- Agree that the client is responsible for all collection expenses, including attorney's fees, interest and court costs, in the event of non-payment of invoices.
- Understand that overtime is paid for any hours in excess of 40 hours per work week, and agree that overtime is billed at 1.5 times original bill rate.
- Agree to a minimum of three (3) hours billing for employee reporting to work, unless South Shore Staffing is notified of the lack of work prior to 4:30 PM on previous business day.