



To receive your paycheck, follow these steps:

1. **Accurately** complete *all* information
2. Remove the top sheet and fax to: **1-866-395-4002**
3. Fax no later than 12 noon Monday. No exceptions!

Timecards are available from our web site: www.therightstaff.com
 Click on: our employees, employee timesheet, and follow the download directions
 Questions? Call THE RIGHT STAFF **877-414-JOBS**

WEEK ENDING SUNDAY
 / /

EMPLOYEE'S NAME (Print)

Print clearly all information requested

Enter time to the nearest quarter hour. (00: 25: 50: 75)

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	DAILY TOTAL
MON					•
TUE					•
WED					•
THU					•
FRI					•
SAT					•
SUN					•
TOTAL REGULAR HOURS <small>Do not include lunch time</small>					•
OT Hours					•

Company Name _____

Supervisor's Name _____

Street Address _____

City _____ State _____

Phone _____ Extension _____

I certify that the hours shown on this timesheet are correct. My signature verifies agreement to the timecard conditions of assignment as stated below.

/ /

Employee Signature _____ Date _____

/ /

Supervisor Signature _____ Date _____

TIME CARD-CONDITIONS OF ASSIGNMENT

Thank you for choosing to work with THE RIGHT STAFF, INC. For the services of our employee, whose name appears on this copy under "THE RIGHT STAFF EMPLOYEE", we will invoice your firm as verbally agreed. Legally required overtime will be billed at the same multiple as is required to be paid to the employee (e.g., one and one-half the billing rate for overtime that must be paid at time and a half.)

The billing rate charged is determined on a basis of the amount of experience necessary to do the assignment and not the amount of experience of our employee. Should you wish to use our employee for assignments other than the one originally assigned, you have that option. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Call THE RIGHT STAFF for any adjustment in the hourly billing rate.

Our employee is assigned to you under the following **Conditions of Assignment**.

- 1) The person assigned is an employee of THE RIGHT STAFF and shall not be deemed to be your employee. THE RIGHT STAFF warrants that its employee is adequately covered by workers' compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and other payroll charges.
- 2) THE RIGHT STAFF guarantees your satisfaction with our employee's services by extending to you a one-day (8 hours) guarantee period. If, for any reason, you are dissatisfied with the employee assigned to you, THE RIGHT STAFF will not charge for the first 8 hours worked, provided that THE RIGHT STAFF replaces the individual assigned. Unless you contact us before the end of the first eight hours, you agree that our employee assigned is satisfactory and further agree to these **Conditions of Assignment**.
- 3) Your signature thereon indicates your agreement with all the **Conditions of Assignment**. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because THE RIGHT STAFF invoices reflect payroll that we have already paid, our invoices are due upon receipt.
- 4) Our contract employees represent our inventory of skilled professionals in whom we have invested time, effort and financial resources in order to make them available to you, our client. Therefore, in the event that you, the Client, wish to convert one of THE RIGHT STAFF employees to your employ, you agree to pay a conversion (liquidated damages) fee. THE RIGHT STAFF conversion fee is 30% of the total estimated gross annual compensation. The same calculation will be used if you convert our employee on a part-time basis using the full-time salary equivalent, with a \$1000 minimum fee.
- 5) The conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary (including temporary assignments through another agency) or consulting basis within six months after the last day of your assign-

ment You also agree to pay a conversion fee if our employee assigned to you is hired by a subsidiary or affiliate or other business as a result of your referral of our employee in that company.

- 6) We check employee references by asking specific questions to selected previous employers with regard to qualifications and work history. This reference check is done prior to the first time we place that individual on a temporary assignment. While we are willing to provide you with the results of any reference checks that we have performed, if you choose to directly employ one of our temporary employees, you should conduct such additional or more recent reference inquiries of previous employers or verify such other items (such as degrees, professional certifications or criminal background) as deemed appropriate for the position. Because of substantial legal restrictions on the use and communication of various types of information, we have not screened for drug use, administered a medical exam, conducted a criminal background check or engaged in any verification process other than the reference checks described above.
- 7) Supervision of an employee of THE RIGHT STAFF work on your premises (or wherever you assign the employee) is your responsibility.
- 8) It is understood that we will not authorize an employee of THE RIGHT STAFF to operate machinery (other than office machines) or automotive equipment The insurance furnished by THE RIGHT STAFF does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment It is agreed that the client accepts full responsibility for bodily injury, property damage, fire, theft, collision or public liability claims, any of which may be caused as a result of an accident while an employee of THE RIGHT STAFF is driving the client's vehicle, whether owned or rented.
- 9) An employee of THE RIGHT STAFF may not handle cash, negotiables or other valuables without the written consent of THE RIGHT STAFF, and then only under your direct supervision. An employee of THE RIGHT STAFF may not, under any circumstances, transport or convey monies, securities or any negotiable instruments (including, but not limited to, delivering bank deposits to a bank or other institution).
- 10) It is understood that under no circumstances will THE RIGHT STAFF be responsible for claims performed unless such claims are reported in writing to THE RIGHT STAFF within ninety (90) days after the termination of the temporary assignment.
- 11) Each invoice will evidence a separate and distinct contract. Unless otherwise prohibited by the law of the state where this placement occurred, in the event that you fail to pay the charges of THE RIGHT STAFF when due, then you agree to pay all costs of collection incurred by THE RIGHT STAFF, including reasonable attorney's fees, whether or not suit is initiated.