SRM
Staffing Resources of Miami

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Miami, FL 33183
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Phone 305.275.6011 x.124 - Fax 305.275.6012

ALL TIME SHEETS MUST BE RECEIVED BY MONDAY 12:00 P.M. FOLLOWING THE WEEK YOU WORKED.

WEEK ENDING / /

COMPANY INFORMATION

COMPANY'S NAME (Print)

REPORT TO

ADDRESS

CITY STATE ZIP

COMPANY TELEPHONE NUMBER

COMPANY AGREEMENT

I certify that the named Staffing Resources employee worked the hours listed on this time sheet and agree to the Terms and Conditions set forth below.

AUTHORIZED COMPANY SIGNATURE DATE

* Please make a copy for your records

*PLEASE EMAIL TO SANDI@SRMIAMI.COM

EMPLOYEE AGREEMENT

I certify that I have worked the hours listed on this time sheet and agree to the terms and conditions below. I also certify that no accident or injury was sustained on the assignment unless so noted on this time sheet.
BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ & UNDERSTAND THE AGREEMENT ABOVE

EMPLOYEE NAME (Print) LAST 4 SSN DIGITS DATE

SIGNATURE / /

ASSIGNMENT OVER?

YES ☐ NO ☑

- When you enter the WEEK ENDING date on the top left, it will automatically fill in the dates for you below. Week ends on Sunday.
- Enter the time with am/pm and it will automatically calculate the time for you. Example: 09:00am
- Enter you break time with a decimal. Example .5 for a 30 minute lunch break.
- You will need to use Adobe Reader to use this form.

Time worked for one week only. Start with Monday and end on Sunday midnight.
Enter time to nearest quarter hour (.00, .25, .50, .75) only

DAY	DATES	DAILY BREAKDOWN				TOTAL
	MM / DD	STARTED	ENDED	SUB TOTAL	- BREAK	HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
				TOTAL TIME		0.00

TERMS & CONDITIONS

COMPANY (CLIENT FROM HEREOF) hereby confirms its agreement with Staffing Resources of Miami as to the terms and conditions of services rendered by Staffing Resources of Miami now or in the future.

• Staffing Resources of Miami reserves the sole right to establish the wages and fringe benefits, if any to its employees, and assumes responsibility for the payment of such compensation, the withholding and payment of all required payroll taxes, and the maintenance of Workmen's Compensation insurance as required by state law. Client agrees not to pay employees directly or advance any funds to the employee.

• It is agreed by both the Client and Employee the following method in which an employee of Staffing Resources of Miami may become an employee of the client. Client agrees not to directly or indirectly hire the employee named, except with the written permission of Staffing Resources of Miami and agrees that such employee shall remain as an employee of Staffing Resources of Miami furnishing services to client at the existing rate(s) for a period of not less than 500 hours from the date of such permission and all outstanding invoices are paid. If employment with the Client is terminated prior to the 500 hours, the Client agrees not to hire, transfer, or acquiesce in the transfer of this or any other Staffing Resources of Miami employee to its payroll, or to the payroll of any other company for 1 year (12months) after the completion of the most resent assignment. The Client also agrees not to refer any Staffing Resources of Miami employee to positions offered at any other company during this 1 year period. To do so without written permission from Staffing Resources of Miami will incur a fee equal to 20% of the employee's annual salary including bonus.

• The person signing certifies on behalf of himself and the client that: they are authorized to sign on behalf of the Client; that the hours worked are true and correct and that the work was performed in a satisfactory manner. The Client has not and will not entrust Staffing Resources of Miami 's employee with unattended premises, cash, negotiable securities or authorize such employees to operate machinery or motor vehicles without prior written permission from Staffing Resources of Miami in each instance, and will therefore indemnify and hold Staffing Resources of Miami harmless from any such claim arising out of a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage, or other public liability damage. Staffing Resources of Miami is not responsible to client or others for claims made under its fidelity bond, unless such claims are reported to Staffing Resources of Miami in writing by Client within fourteen (14) days after occurrence.

• Client will indemnify Staffing Resources of Miami from claims or liabilities pursuant to the Occupational Safety and Health Act governing premises owned or controlled by Client and to which Staffing Resources of Miami's employees are assigned or perform service in or are present in.

• Client agrees to terms NET DUE UPON RECEIPT, and understands that unpaid accounts will be considered in default after thirty (30) days, after which a default charge will be imposed at 1 ½% per month on unpaid balances (ANNUAL PERCENTAGE RATE OF 18%) or the maximum legal interest rate, whichever is greater. Client agrees to pay the default charge together with reasonable attorney fees, court costs and/or collector's fees.