



EMPLOYEE TIMESHEET

WEEK ENDING: _____

EMPLOYEE NAME: _____

LAST 4 OF SSN: _____

COMPANY NAME: _____

DEPARTMENT: _____

Weekday	Date	Clock In	Lunch Start	Lunch End	Clock Out	DAILY TOTALS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
WEEKLY TOTALS						
Regular Hours:						
OT Hours:						
TOTAL						

*Overtime hours are defined as any hours worked over 40 hours per week.

EMPLOYEE VERIFICATION OF HOURS WORKED – I hereby certify that I have worked the hours listed on this timecard. While working on this assignment, I have not had any work-related injuries, illnesses, etc. that I have not reported to Dynamic Global Staffing.

EMPLOYEE SIGNATURE _____

DATE _____

CLIENT VERIFICATION OF HOURS WORKED BY ASSOCIATE – The Authorized Client agrees that the Dynamic Global Staffing employee did in fact work the hours recorded on this timecard. The Authorized Client will also accept all terms and conditions as listed below.

AUTHORIZED CLIENT SIGNATURE _____

DATE _____

STAFFING AGREEMENT

Dynamic Global Staffing, Inc. ("us, we, our") agrees to provide to Client ("you, your") temporary staffing solutions in accordance with the following terms and conditions per our service agreement. Client agrees to:

- Not discriminate against any employee (the "Dynamic Global Staffing employees") that we provide to you.
- Offer the Dynamic Global Staffing employees a safe and suitable working environment in accordance with local, state and federal laws, laws related to equal opportunity and occupational health and safety.
- Inform us of any modifications or changes to a Dynamic Global Staffing employee's duties in the workplace.
- Directly supervise and control the work and working environment of the Dynamic Global Staffing employees and responsible for all operational aspects of such employee's work, including loss or damage to machinery, data, equipment, inventory or other property in the care of custody of such employee, or bodily injury.
- Notify us of your intention to hire a Dynamic Global Staffing employee, either through an evaluation hire period or by payment of a hire fee and, if applicable, pay us a payroll transfer fee of 1% per \$1,000 (not to exceed 30%) of the employee's annual compensation.
- Promptly pay to us no later than the due date any and all charges specified on the timecard or any other mutually agreeable time capture method; further, if assessed, pay a monthly service charge of 18% on charges not paid 30 days after the due date.
- Pay to us reasonable collection fees, including attorneys and administrative fees and expenses necessitated by your failure to timely make payments in accordance here within.
- Indemnify and hold us harmless for losses or damages as more particularly described in the Service Agreement.
- Notify us in writing within 10 days of an occurrence of any claim to be made under the fidelity bond.

ALL OF THE TERMS DESCRIBED HEREIN ARE IN ADDITION TO THE TERMS SET FORTH IN THAT CERTAIN SERVICES AGREEMENT ENTERED INTO BETWEEN YOU AND US (THE "SERVICES AGREEMENT"). IN THE EVENT OF ANY CONFLICT BETWEEN THE SERVICES AGREEMENT AND THAT SET FORTH ABOVE, THE SERVICES AGREEMENT SHALL CONTROL.

TIMESHEETS ARE DUE TO DYNAMIC GLOBAL STAFFING BY MONDAY AT 10 A.M.

EMAIL To: Timecard@DynamicGlobal.net