

# The Works

## EMAIL OR TEXT TIMECARD SHEET

**EMAIL TO: [kristy@theworksonus.com](mailto:kristy@theworksonus.com)**

**TEXT TO: 707-322-8049**

**Timecards are due no later than 12:00 noon on Monday to be paid that Friday.**

**The Works**

**Employee Time Card**

**Employee Name:** \_\_\_\_\_ **Client Name:** \_\_\_\_\_

Your Social Security # **xxx / xx /** \_\_\_\_\_ Week Ending Sunday Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

	Day	DATE	Time Started	Time out for break	Time in from break	Time Finished	Regular Hours worked	Overtime Hours worked	Position / daily duties
			HRS : MIN	HRS : MIN	HRS : MIN	HRS : MIN	HRS : MIN	HRS : MIN	
<b>Timecards are due by 12:00 noon MONDAY for paycheck that Friday!</b>	Mon		:	:	:	:	:	:	
	Tue		:	:	:	:	:	:	
	Wed		:	:	:	:	:	:	
	Thu		:	:	:	:	:	:	
	Fri		:	:	:	:	:	:	
	Sat		:	:	:	:	:	:	
	Sun		:	:	:	:	:	:	

Be sure timecard is complete and legible!

**TOTAL HOURS WORKED:** ▶ \_\_\_\_\_ : \_\_\_\_\_

Unless noted by checking this box , I certify that no accident or injury was sustained while working on the assignment and that the hours shown above were worked by me during the week indicated and I was given all necessary/required break times.  
**Employee Signature**

**Thank you!**

Signature indicates acceptance of general contract provisions on the reverse side by an authorized agent of client. The undersigned certifies that the hours indicated above were worked by the above named employee and that the services were performed satisfactorily.  
**Client Signature** client print hours worked here: \_\_\_\_\_

**EMPLOYEE MUST SIGN TIMECARD!**

**CLIENT MUST SIGN TIMECARD!**

1. Payment for service rendered is due upon receipt of the invoice. Client agrees to terms of net upon receipt and understands that unpaid accounts will be considered in default after twenty (20) days after which a default charge will be imposed of 10% of invoice and all employees will be released pending payment. In addition, a finance charge will be imposed at 1-1/2% per month on unpaid balances (annual percentage rate 18%) or the maximum legal interest, together with reasonable legal fees for cost of collection. The Works, Inc. dba MLS hereafter referred to as "agency", alone reserves the right to set wages for its employees. The total hourly cost to client shall be the percentage fee agreed to times the fair market rate. Final hourly wages paid to agency employee are independent of total hourly cost to client. The agency invoices weekly on the basis of total hourly cost times hours reported and verified. Fractions of hour are converted to decimals.
2. Client understands that the agency is not an employment agency and that its temporary employees are assigned to the client to render temporary services and are not assigned to become employed by the Client unless otherwise agreed to in writing. The client further acknowledges the considerable expense incurred by the agency of recruiting, processing and referring qualified candidates. Accordingly, the client may not hire an agency-referred candidate/employee for any positions (this includes utilization through a third party employer or as "independent contractor") unless arrangements are made and settled beforehand with the agency as to how agency is to be compensated for its due diligence. DO NOT PAY EMPLOYEES DIRECTLY or advance funds to them.
3. Client agrees that it will not, without the prior written consent of the agency, utilize the agency employees to operate machinery, equipment or vehicles not covered by the CLIENT'S liability and property damage insurance; to operate dangerous or unprotected machinery; for excavation where proper shoring and protection are not provided; for any work on ladders or scaffolding; or as a member of the crew of any vessel or in maritime work upon the navigable waters of the U.S. Longshoreman's and Harbor worker's Compensation Act or the Jones Act.
4. For clients who have non-consistent part-time or non-consecutive workers, you must report all employees work schedule each week, prior to working. In other words, if your employee is not turning in regular-weekly timecards with a regular schedule, we must know ahead of time each week of their schedule. Call our office and leave a message anytime over the weekend or first thing Monday morning including your company name, employee(s) name(s) and days/times they will be on your job that week. If we do not receive a timecard one week, the employee(s) working for you will be dropped from our program until you call us. Please let us know if you do not understand this policy because it is imperative that we have a current listing of employees working through our program.
5. The Client understands that any employee(s) working under the agency's program is not to be paid ANY monies directly. All payment due to employee(s) shall be turned into the agency for payment to employee. This includes but is not limited to Client reimbursement to employee(s) for travel, mileage, meals or increased pay rate(s) for on-call services or such.
6. The Client agrees to provide a safe work environment by complying with all applicable laws and ordinances including those relating to health and safety equipment, clothing or devices necessary or required by law for any work to be performed. The Client agrees to provide the employee all safety equipment normally provided to the client's regular employees. Client agrees to indemnify and hold harmless the agency for claims, damages or penalties arising out of violations of the Occupational Safety and Health Act of 1970, or of any similar state law with respect to work places owned, leased or supervised by Client and to which the agency employees are assigned. There shall be no separate agreements between Client and employee(s) without agency knowledge and agreement to such.
7. The Client assumes and agrees to indemnify and hold harmless the agency from any claims for bodily injury (including death), or loss of and/or damage to property arising out of the use or operation of the Client's owned, non-owned or leased vehicles, machinery or equipment by the agency employees, and from any claims on or behalf of the agency employees brought under or by virtue of their employment as a seaman or as a member of the crew of any vessel.

**Thank You!**