



Abbott Staffing Group - Accounting Division  
 Cerritos Employee Timesheet  
 Fax to: 562.683.0482

Employee Name: \_\_\_\_\_

Social Security Number: XXX-XX- \_\_\_\_\_

Company Name: \_\_\_\_\_

**Employee Certification and Acknowledgement:** I certify that the hours shown below represent my total hours worked during the week, and that they were properly verified by the client's authorized representative. My signature certifies that I was not injured and that I did not witness any injuries or accidents while on my assignment this week.

Employee Signature: \_\_\_\_\_

Enter actual hours worked (less lunch) to the nearest 1/4 hour

	Work Date	Start In	Lunch Out	Lunch In	Finish Out	Total Regular Hours	Total Overtime Hours
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Total hours worked calculated to the nearest 1/4 hour							

Call our office as soon as this assignment ends. Is this assignment continuing? Yes \_\_\_ No \_\_\_ Overtime Approved by: \_\_\_\_\_

**Client Agreement:** Client is responsible for the supervision, direction and control of the work performed by ASG temporary employees. All work is to be performed on Client's premises. ASG assumes no liability for loss or damage caused by operation of Client's machinery, equipment, or any vehicles by an ASG employee. Client agrees that ASG is not responsible for loss of or damage to any property or equipment that Client entrusts to ASG temporary employees. Client is responsible for providing ASG temporary employees with a safe workplace, in compliance with all health and safety requirements, and free of unlawful harassment or discrimination. Client is responsible for providing site- and job-specific safety training for each position, including providing personal protective equipment and instruction on its use.

As an Equal Opportunity Employer, ASG has an ongoing commitment to hire, develop, recruit and assign the best and most qualified individuals possible. Eastridge employs and dispatches temporary employees without regard to race, sex, color, religion, age, ancestry, national origin, marital status, status as a disabled veteran or veteran of the Vietnam era, disability, sexual orientation, or any other basis proscribed by law. Client agrees to likewise comply with all federal and state discrimination laws.

If your organization, including any affiliated entity or division, wishes to hire an ASG employee who has been provided to you on a temporary basis, either during the assignment or within 180 calendar days of the last day our employee worked on assignment, a conversion charge of 15% of the employee's anticipated first-year compensation will apply. A credit will be given for hours worked on temporary assignment prior to conversion. Credit for hours worked will not apply if the Client is in breach of ASG's payment terms. Client agrees not to refer our employee to any other staffing service or utilize the services of our employee through any other staffing company for a period of 90 days following the last day worked on assignment through ASG. Client agrees to pay to ASG liquidated damages in the amount of \$2,500 per employee affected for any violation of this provision.

Invoice terms are net 15 days. Client understands that if legal action is required for the collection of invoices, Client is responsible for the interest thereon and all related costs of collection including reasonable attorney's fees. A four-hour minimum charge per day will be incurred once a temporary employee reports to work.

Your signature certifies that the hours shown are correct and that the work was performed satisfactorily; and constitutes your agreement to our guarantee, conversion options, and all other terms and conditions. A full copy of our Terms and Conditions can be found on the back of your invoice.

Client name: \_\_\_\_\_ Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please retain timesheet for your records.