



PLEASE FILL OUT
COMPLETELY

**WEEKLY TIMESHEET AND
STAFFING AGREEMENT**

9930 College Boulevard
Overland Park, KS 66210
(913) 663-JOBS (5627)
FAX (913) 663-3141

NAME:
WEEK OF:
/ / 20__
CLIENT:
ASSIGNMENT CONTINUING?
<input type="checkbox"/> YES <input type="checkbox"/> NO

DATE	TIME IN	TIME OUT	LUNCH	TOTAL DAILY HOURS
MON				
TUE				
WED				
THURS				
FRI				
SAT				
SUN				

AGREEMENT: Total hours for the week to the nearest ¼ hour. Overtime is paid and billed at time and one-half for all hours worked over 40 per week. Overtime requires approval by your supervisor. I certify that the hours indicated have been worked during the week for the above client and approved by my supervisor.

TOTAL HOURS

Employee Signature _____

AGREEMENT: The person signing this timesheet/staffing agreement certifies that said person is an authorized representative of the client company; that the hours are correct, the work was performed satisfactorily, is authorized to and does agree on behalf of the client company to the conditions and terms set forth herein.

Client agrees that utilization of the employee named on this Agreement on either a temporary or full time basis within one (1) year from the date on the Agreement will be through Staffing Kansas City, Inc. If the client wants to hire this employee as client's employee, notification of this intent will be given to Staffing Kansas City, Inc. and there shall be a payment of a "Direct Hire" fee as stated in Staffing Agreement.

- CLIENT agrees that STAFFING KANSAS CITY's obligation to CLIENT is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
- CLIENT's signature on this Agreement certifies that the hours are correct, that the work was performed to CLIENT's satisfaction and authorizes STAFFING KANSAS CITY to bill CLIENT for such hours. CLIENT agrees that, in the event an Assigned Employee works for CLIENT more than forty (40) hours in any workweek, CLIENT will pay an increase in the bill rate to reflect such additional compensation plus applicable markup.
- CLIENT agrees to pay Net Upon Receipt of invoice, and to pay late charges on any unpaid balances after 90 days from the date of receipt at the rate of 19.9 % per month (Annual Percentage Rate of 19.9%) or the maximum legal rate, whichever is higher. CLIENT agrees to pay all attorney fees and costs of collection.
- CLIENT agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of STAFFING KANSAS CITY and then only under STAFFING KANSAS CITY's direct supervision and control, and that it will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of services for CLIENT.
- CLIENT agrees not to directly or indirectly cause or permit any Assigned Employee assigned to CLIENT by STAFFING KANSAS CITY to transfer to another entity's payroll, or to perform services for CLIENT while on the payroll of any person or firm other than STAFFING KANSAS CITY during the term of the Assigned Employee's assignment to CLIENT and for 365 days after such assignment ends. If CLIENT violates this paragraph, then CLIENT shall pay to STAFFING KANSAS CITY a fee in the amount of 20% of the Assigned Employee's annualized compensation, or \$4000, whichever is greater. CLIENT also agrees to pay all attorney fees and costs of collection.

Authorized Client Representative Signature _____