



**WEEKLY TIMESHEET**

EMPLOYEE SS#

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EMPLOYEE NAME:

COMPANY NAME:

COMPANY ADDRESS:

POSITION:

SUPERVISOR'S NAME:

EMPLOYEE'S SIGNATURE:  
X

- Your signature constitutes acceptance in full of the terms and conditions stated below.

SUPERVISOR'S SIGNATURE:  
X

- Your signature attests to the accuracy of the total hours indicated.
- Time and ½ will be billed for all hours over 40 during the work week.
- Please note terms and conditions.

**SUPERVISOR AUTHORIZATION:**

PAID MEAL BREAK?  **YES** (Meal break time will be added to total hours)  **NO** (Meal break time will NOT be added to total hours)

**NYS Department of Labor guidelines for meal breaks:** Non-factory employees who work a shift of more than six hours starting before 11AM AND continue until 2PM MUST have an uninterrupted meal break of AT LEAST half an hour (1/2 hour) between 11AM and 2PM.

**WEEK ENDING SUNDAY** \_\_\_\_\_

DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	TOTAL HRS
	MON				
	TUES				
	WED				
	THURS				
	FRI				
	SAT				
	SUN				
<b>TOTAL HOURS WORKED TO NEAREST ¼ HOUR</b>					

**TERMS AND CONDITIONS**

**CLIENT:** The Signature on this timesheet is an acknowledgement that NOOR STAFFING GROUP has incurred substantial recruitment, screening, administrative and marketing expenses in providing the services of the temporary employee identified above. We agree not to hire, directly or indirectly, or to use the services of the temporary employee named above through any other person or firm or as an independent contractor within one (1) year after the last date of the assignment of the employee to us. If, either directly or indirectly, we hire or otherwise use the services of the employee, then we will notify NOOR STAFFING GROUP and pay NOOR STAFFING GROUP liquidated damages in an amount equal to the employee's projected annual compensation multiplied by twenty-five percent (25%).

The person signing above hereof, certifies on behalf of himself/herself and the Client that: (1) he/she is authorized to sign on behalf of the Client; (2) the hours worked and the information listed above is correct; (3) the services of the employee identified above were satisfactory; (4) the Client authorizes NOOR STAFFING GROUP to pay the employee and to bill the Client for the hours listed above; (5) the Client has not and will not entrust NOOR STAFFING GROUP employees with unattended premises, cash, negotiable securities or instruments, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from NOOR STAFFING GROUP in each instance, and that it acknowledges that NOOR STAFFING GROUP has no insurance coverage for any loss or damage resulting therefore and will therefore indemnify and hold NOOR STAFFING GROUP harmless from 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 liability damage; (6) NOOR STAFFING GROUP is not responsible to the Client or others for claims made under its fidelity bond, unless such claims are reported to NOOR STAFFING GROUP in writing by the Client within thirty (30) days after occurrence; and (7) the Client will indemnify NOOR STAFFING GROUP from claims or liabilities pursuant to the Occupational Safety and Health Act governing the premises owned or controlled by the Client and to which NOOR STAFFING GROUP employees are assigned to perform services in or are present in. The Client recognizes that NOOR STAFFING GROUP has an employer/employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning their employment, job assignment, pay procedures, etc., with NOOR STAFFING GROUP. The Client agrees to pay interest at the rate of one and one-half percent (1 ½ %) per month, eighteen percent (18%) per annum, on charges remaining unpaid thirty (30) days after the invoice date and reasonable attorney's fees and expenses of collection, if NOOR STAFFING GROUP engages an attorney to enforce payment of any charges incurred.

**EMPLOYEE:** In consideration of my hiring and employment by NOOR STAFFING GROUP, I agree not to accept employment, directly or indirectly, whether full-time or part-time, with any Client of NOOR STAFFING GROUP to whom I am assigned for a period of one (1) year following completion of any assignment with the Client. I further agree not to accept assignment to work for such Client either on its premises or as the employee of a third-party except with the prior written consent of NOOR STAFFING GROUP in each instance.