



KeyStaffSM

Visit us online at: www.mykeystaff.com

Contact: payroll@mykeystaff.com

“your key to a productive workplace”

Weekly Time Sheet

Employee Name:				Week Ending:			
Company:				Address:			
Day of Week	Date	Time In	Time Out	Lunch	Regular Hrs.	Overtime Hrs.	Total Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours Worked on this Assignment this week Please Round to the Nearest ¼ Per Day							

CLIENT'S signature herein certifies that the signer is a duly authorized officer or agent of CLIENT that hours are correct and that work was performed in a satisfactory manner by EMPLOYEE named herein. All services certified by CLIENT that have been performed will be invoiced to CLIENT at the agreed hourly rate per the Service Order. Such Service Order may be oral or written. Payment is due upon presentment of invoice. Invoices not paid within (30) business days are subject to a finance charge of 1.5% per month on the average daily balance. If collection requires legal action, CLIENT agrees to pay costs thereof and reasonable attorney's fees. Returned checks are subject to a \$30 service charge. CLIENT recognizes the employer-employee relationship between KEYSTAFF, INC. ("KSI") and its personnel, including but not limited to, employee named herein and CLIENT accepts the obligation to discuss all matters concerning their employment, work assignment, pay procedures, etc., with KSI. Should a lawsuit be necessary to enforce this agreement CLIENT hereby waives any objection to venue or personal jurisdiction and agrees to be subject to the jurisdiction of the courts of Palm Beach County. In the event employee named herein is hired by CLIENT within 180 days of the date hereof, CLIENT shall be liable to KSI upon demand for a liquidation fee of \$4,000 or 20%, whichever is greater, of the employee's current annual salary. This will be calculated by the currently used hourly pay rate CLIENT further agrees that (A) KSI shall not be liable for, and KSI's insurance does not cover, loss or damage caused by tortious or criminal acts of employee which occur while employee is performing work under CLIENT'S direction or control, while employee has access permitted or entrusted by CLIENT to premises, cash, negotiable instruments, computer software, or other valuables, or while employee is operating motor vehicles, machinery, computer, or equipment owned or leased by CLIENT, and CLIENT THEREFORE ACCEPTS FULL RESPONSIBILITY FOR ALL CLAIMS INCLUDING THE DEFENSE THEREOF. INVOLVING BODILY INJURY, PROPERTY DAMAGE, FIRE, THEFT, COLLISION, CARGO DAMAGE, COPYRIGHT INFRINGEMENT OR PUBLIC LIABILITY SUSTAINED OR INCURRED BY ANY PERSON AS A RESULT OF SUCH ACTIONS; and (B) CLIENT shall defend, indemnify, and save KSI harmless from any and all fines, penalties, and assessments including attorney's fees incurred by KSI as a result of any alleged violations of any federal, state, or local law, regulation or ordinance, relating to health, safety, or environmental hazards with respect to any premises owned or controlled by client and to which KSI employees are assigned.

Rate our employees to support our

KEYSTAFF TEAM ELITE

Attitude

Choose an item.

Are they working well with other employees?

Choose an item.

Overall Attendance

Choose an item.

Quality of Work

Choose an item.

Followed Safety Procedures

Choose an item.

Client Signature _____

Employee Signature _____