

WEEKLY TIME SHEET

Email: future@gatewaysearch.com
 Fax: 215-619-3074

1787 Sentry Parkway West
 Building 18, Suite 1
 Blue Bell, PA 19422
 215-619-3026 ext. 201



**GSA
 Financial
 Staffing**

WEEK ENDING SUNDAY			
	MONTH	DAY	YEAR

Report all time to nearest 1/4 hours

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	DAILY TOTAL
	MON				
	TUE				
	WED				
	THU				
	FRI				
	SAT				
	SUN				
		TOTAL HOURS WORKED	STRAIGHT TIME		
			OVERTIME		

Employee Name

Client Name

Department

Company Phone #

EMPLOYEE STATEMENT

I certify that I have worked the hours listed on this time sheet and received certification by an authorized representative of the client. I have read the instructions below.

When an assignment is completed, you must the same day inform our office of availability for other work. If not done, it will be deemed that you voluntarily terminated employment.

EMPLOYEE SIGNATURE X _____

CLIENT STATEMENT

I certify that the above hours are correct and the work was performed satisfactorily. I agree to the terms and conditions set forth below.

CLIENT SIGNATURE X _____

EMPLOYEE

- (1) Please notify GSA Financial Staffing immediately should your job duties differ substantially from those described by GSA Financial Staffing.
- (2) Your signature and that of an authorized client representative must appear on all timesheets before payment is processed.

CLIENT

- (1) The client acknowledges that the GSA Financial Staffing employee is assigned on the basis of a job description provided by client. Client agrees not to change job duties without GSA Financial Staffing prior approval, and agrees to supervise the assigned employee in the agreed upon duties.
- (2) Client will not entrust any GSA Financial Staffing employee with cash, negotiables or other valuables or authorize such employees to operate machinery or any motorized vehicle without prior written approval from GSA Financial Staffing. Client accepts full responsibility for claims, including the defense thereof, involving bodily injury, physical loss, property damage or liability including fire, theft, collision, or cargo damage arising from violation of this agreement.
- (3) Client agrees to hold GSA Financial Staffing harmless from any claims arising out of or under its Fidelity Bond unless client reports such claims in writing to GSA Financial Staffing within ten working days after occurrence of the alleged wrongful act.
- (4) Client agrees to indemnify and save GSA Financial Staffing harmless from claims and demands arising from clients' failure to comply with all laws, rules and regulations of duty constituted governmental bodies and hereby warrants that client is in compliance of same.
- (5) GSA Financial Staffing accounting employees are prohibited from rendering an opinion or signing a financial statement or tax return in their name or on behalf of GSA Financial Staffing.
- (6) Payment of invoice is due upon receipt. Overtime hours (over 40 hours in a given week) will be billed at time and one-half. In the event that the client fails to pay charges of GSA Financial Staffing when due, client agrees to pay all collection and/or litigation costs plus reasonable attorney's fees and interest of 1 ½ % per month or the maximum allowed by law.
- (7) The client acknowledges the substantial expense incurred by GSA Financial Staffing in terms of costs associated with the advertising, screening, training, and retention of its temporary employees. Therefore, in consideration of the services provided by GSA Financial Staffing, the client agrees that if the employee named on the reverse side is employed by client, an associate or affiliate, (either as a salaried employee or independent contractor) within one year from the last day of work recorded on the reverse side, the client will pay to GSA Financial Staffing a conversion fee as set forth in the rate confirmation/conversion letter for this employee. The client further acknowledges that the identity of GSA Financial Staffing Temporary Employees is a highly valuable trade secret of GSA Financial Staffing and client agrees that it will not disclose the identity of GSA Financial employees to any third party.