



You may drop your timesheet off at your local Staffmark office or contact your Staffmark location for details about faxing or emailing your timesheet for processing.
TIMESHEETS ARE DUE BY MONDAY 9:00 A.M.

EMPLOYEE NAME: _____

CUSTOMER NAME: _____

EMPLOYEE SS#: _____

REPORT TO: _____ W/E DATE: _____

EMPLOYEE SIGNATURE: _____

STAFFMARK LOCATION: _____

DAY	DATE	EMPLOYEE START/FINISH	CUSTOMER APPROVAL FOR PAID LUNCH	MEAL PERIOD START/FINISH	MEAL PERIOD START/FINISH	TOTAL DAILY HOURS	MILEAGE START/FINISH	TOTAL MILEAGE	STOPS	PIECE COUNT LOAD/UNLOAD	DETENTION	DROP/HOOKS	PER DIEM/LAYOVER	TOLLS	DRIVER REIMBURSEMENTS	TOTAL HOURS*
MONDAY																
TUESDAY																
WEDNESDAY																
THURSDAY																
FRIDAY																
SATURDAY																
SUNDAY																
TOTAL																

JOB STATUS (check one) Completed Continue

By signing this tripsheet/timcard you agree to pay Staffmark for the hours worked by this employee under the terms of your Contract for Transportation Staffing Services.

Supervisor Signature _____

Date _____

EMPLOYEE AGREEMENT

- This timesheet must be received by Staffmark within 14 days of the week ending date.
- WARNING: Altering or misrepresentation of hours or dates could be a criminal offense and may be cause for termination of employment.
- Employees working at more than one company during the workweek (Monday - Sunday) may not have hours exceeding 40 hours, except with Staffmark's written permission.
- I agree to notify Staffmark by phone or mail within 24 hours after termination of said job assignment.
- I agree that I have immediately reported any injuries that have occurred to Staffmark.
- I agree to notify Staffmark immediately if the client changes my employment duties or asks me to drive any vehicle including my own vehicle in connection with the employment and/or if my assignment differs in any respect from what Staffmark told me about the assignment
- You must fill out a separate timesheet for each workweek. If you worked days extending over two week ending dates, you must use two (2) timesheets.
- This timesheet must be filled out completely. Please ensure that your social security number and name are printed legibly.
- Keep a copy of this timesheet for your records.
- *I understand the total hours column will be used for benefit eligibility and miscellaneous calculations as well as hours worked.

CUSTOMER AGREEMENT

- Staffmark, as a supplier of temporary help and staffing services, generates its revenues through services it renders through the efforts of its employees to its customers and, therefore, has a substantial and ongoing investment in these employees. Absent an agreement to the contrary, Customer acknowledges the importance of Staffmark's employees to the operation of Staffmark and agrees that it will not utilize or employ any Staffmark employee, or hire any Staffmark employee through any other supplier, service, or leasing company, for a period of twenty-six (26) weeks after the date of the employee's last timesheet from assignment through Staffmark, without consent in writing from Staffmark. Customer agrees that if customer desires to utilize or employ any Staffmark employee, or hire an employee of Staffmark through another supplier, service, or leasing company, on a permanent or a temporary basis, the employee will remain on Staffmark's payroll for a minimum of an additional twenty-six (26) weeks from the date of notification in writing, or, in the alternative, the customer will pay Staffmark the sum of five thousand dollars (\$5,000.00) to compensate Staffmark for the loss of each employee. (Section does not apply to technical and professional temporaries whose buyout would be based on salary level and specific job assignment.)
- Temporary employees are not responsible for the handling of cash and/or valuables without written permission from Staffmark.
- Customer agrees that temporary employees are under the direction and control of Customer.
- Customer agrees that no temporary employee is to operate any vehicle (auto, forklift, heavy equipment, etc.) without the express, prior written consent of Staffmark and Customer's insurance shall be primary.
- Customer has the duty to notify Staffmark before any change in a temporary employee's job assignment.
- The Customer agrees and warrants to Staffmark that it will provide a reasonable safe place for Staffmark employees. Customer agrees to indemnify Staffmark for any harm if job assignment is changed without notifying Staffmark. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects Staffmark employees including, but not limited to, wage and hour laws, OSHA required training and emergency medical response assistance to injured Staffmark workers.
- The signing of this timesheet constitutes acceptance to the above paragraphs and that the person performed satisfactorily. The Customer agrees that timesheets that are emailed constitutes a binding signature for invoicing. The above hours are correct and payment terms are net due upon receipt of invoice.
- If there is any conflict between this time sheet language and language in an executed agreement with Staffmark, the language of the executed Customer Agreement shall control.