Fax Timesheets by 12 NOON on MONDAY to (818) 444-0101 *or* E-mail to: timesheets@equisdifference.com by FRIDAY at 9:00 PM

Equis Financial Staffing

WEEK END DATE (SUNDAY) Month | Day | Year: 2 0 0

Questions? Call us at 818-444-0100.

Last Name

First Name:

Social Security #: - -

Branch: C A L A B A S A S

Company Name(Required) :

Client Supervisor:

Client Phone #:

Round to Nearest 1/4 Hour (:00, :15, :30, :45)

DAY	DATE	TIME IN	TIME OUT TO LUNCH	TIME IN FROM LUNCH	TIME OUT	Regular Hours/Min	Over Time
MON							
TUE							
WED							
THUR							
FRI							
SAT							
SUN							
					REG. HOURS		
					OVERTIME HOURS		
					TOTAL HRS.		

AUTHORIZATION

ASSOCIATE: *I certify that the TOTAL hours reported here are true and correct ACTUAL hours worked.*

ASSOCIATE SIGNATURE: X_____

CLIENT: *As the Client, I agree that the TOTAL hours reported are true and correct ACTUAL hours worked, the work performed was satisfactory, and the terms and conditions stated below are agreeable.*

X _____ _____ _____

AUTHORIZED CLIENT SIGNATURE **PRINTED NAME** **DATE**

TIMESHEETS RECEIVED AFTER 12:00PM MONDAY MAY DELAY YOUR PAYCHECK

Client and Vendor Agreement:

1. Vendor (Equis) shall provide the Client with such employees who are qualified to serve in the capacity specified by the Client. Upon prompt notice (within the first three hours of the assignment) from the Client, Vendor will not charge for such employee's unsatisfactory service and will attempt to promptly supply a replacement employee. Individuals supplied by Vendor to Client are at all times to remain employees of Vendor and shall be covered under Vendor workers compensation insurance policy.

2. Client agrees to release, defend and hold harmless Equis (together with Equis officers, directors, employees, successors and assigns) from and against any claims (including worker's compensation claims), expenses and/or liabilities arising from or in connection with the performance of the employee.

3. Client will be billed weekly. Payment is due upon receipt of invoice. Client will be billed for the hours shown on the timesheet at the agreed upon rate. Contractor will be paid overtime in accordance with employment regulations. Client will be billed overtime at 1.5 times the effective bill rate unless specified otherwise in the Client agreement. If the Client fails to pay Vendor when due, Client shall pay all late charges at 1.5% per month, collection and/or litigation costs plus reasonable attorney's fees.

4. If Client without written consent of Vendor, hires the employee whether directly through the Client company or through another temporary agency or through any agent other than Vendor within the first year following the assignment, the Client agrees to pay Vendor standard placement fee of 30% of employee's annual salary.

5. The parties agree to arbitrate any dispute concerning this Agreement, other than claims by Vendor or any collection attorney or agency appointed by Vendor for payment under this Agreement, not earlier resolved by informal good faith negotiations. The proceedings shall be binding. The parties will mutually agree upon the arbitrator, or, if they are unable to so agree, they will each select one arbitrator and the two arbitrators so selected shall select a third arbitrator. The arbitrators' decision shall be final and non-appealable and judgment may be entered in any court having jurisdiction. In any adversarial proceeding hereunder, the losing party shall pay the prevailing party's reasonable attorneys' fees and costs as determined by the arbitrators

TIMESHEET INSTRUCTIONS - Print clearly and legibly when completing your timesheet

1. Enter the week ending date (always a Sunday) in the boxes provided (month, day, year).

2. Enter your FULL LEGAL NAME (last and first) in the boxes provided. Do NOT use nicknames or initials.

3. Enter your 9-digit social security number in the boxes provided.

4. Enter the name of the client where you are working in the boxes provided.

5. All fields must be completed for days worked. All reported hours need to be reported to the nearest ¼ hour (.15, .30, .45). For example, if you arrive at work at 6:53 a.m., you would round up to 7:00 a.m. If you stop work at 3:08 p.m., you would round up to 3:15 p.m.

Minutes	Hours
53 To 7	0:00
8 To 22	0:15
23 To 37	0:30
38 to 52	0:45

Entering hours: * Enter the date for all days worked * Enter the start time * Enter the end time * Lunch – if no lunch is taken state "none" or a dash. In some states lunch is required based on the number of hours worked to ensure you and Workway are in compliance with applicable state laws.

6. **Sign your timesheet.**

7. Obtain your assignment supervisor's or appropriate manager's signature.

8. Make a copy of your timesheet for your supervisor and keep the original for yourself.

9. Fax the timesheet to the number indicated on the timesheet. Be sure to fax your timesheet before the Monday 12:00 PM deadline ensure timely processing of your paycheck. If your timesheet is not received by deadline you may be paid the following week. If your work week ends on a Friday, please fax your timesheet to the branch office on Friday, when ever possible, especially on weeks that begin with a