

YELLOW - CUSTOMER COPY  
 BLUE - UNITEMP EMPLOYEE COPY  
 MAIL: WHITE AND PINK COPIES

UNITEMP EMPLOYEE \_\_\_\_\_  
 Last First

I certify that I worked the hours indicated below and that no injuries have been suffered. I understand that it is my responsibility to deliver this original, totaled, complete (signed by both me and UNITEMP's customer) timesheet. I understand that an incomplete timesheet cannot be paid and will be returned to me for completion and that original, complete timesheets received after Monday may be paid in the next payroll.

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
 UNITEMP EMPLOYEE SIGNATURE DATE

WEEKENDING (USE FRIDAY DATE)		
MONTH	DAY	YEAR

Complete timesheet must be received by UNITEMP Monday to avoid paycheck delay.

	ARRIVAL	DEPARTURE	LESS LUNCH	HOURS WORKED
<i>EXAMPLE</i>	<i>8:15</i>	<i>5:00</i>	<i>1/2</i>	<i>8 1/4</i>
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

CALCULATE HOURS INDICATED TO THE NEAREST 1/4 HOUR-USE FRACTIONS

COMMENTS

TOTAL

**EMPLOYEE SECTION**

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNITEMP CUSTOMER CERTIFICATION

Please enter employees total hours in box

TOTAL HOURS

ASSIGNMENT CONTINUING   
 COMPLETED

I certify that:

I am authorized to sign this timesheet on behalf of my company, and approve UNITEMP's invoicing and my company's payment for the hours indicated above, or if left blank - the total in the employee section. I also certify that the company is in compliance with UNITEMP's Terms and Conditions as previously agreed to.

**X** \_\_\_\_\_  
 Approval Signature: Date

CUSTOMER APPROVAL Print Name Title

Please rate our service: **E G F P**

**USE POSTAGE PAID ENVELOPE PROVIDED OR MAIL TO:**

**PAYROLL DEPARTMENT  
 UNITEMP Temporary Personnel**

**COURT PLAZA NORTH  
 25 MAIN ST., SUITE 605**

**HACKENSACK NJ 07601-7015  
 1-800-UNITEMP • www.unitemp.net**

**CUSTOMER SECTION**



## Terms and Conditions

- I. The rights of UNITEMP Temporary Personnel as the employer are recognized.
- II. Definitions: 1) employer – UNITEMP Temporary Personnel. 2) applicant – UNITEMP applicant (includes all that have applied for work with UNITEMP). 3) employee – UNITEMP employee. 4) customer – UNITEMP customer or prospect completing this agreement. 5) assignment – assignment of UNITEMP employee(s).
- III. Customer: By signing this agreement, customer agrees to terms and conditions herein:
  1. Customer understands that employee pay rates and other emoluments and benefits of employee are confidential between employee and UNITEMP and are not to be solicited by customer. The services performed by the employee provided by UNITEMP will be performed under the direction, supervision and control of the Customer.
  2. Customer warrants its compliance with all federal and state employment laws, including ADA, EEO and OSHA regulations and laws and shall indemnify and hold UNITEMP harmless from all claims arising out of customer's violation of such laws and regulations.
  3. Customer agrees to hold UNITEMP harmless and indemnify UNITEMP for all damages that are a result of any negligent act or negligent omission or intentional misconduct of the Customer, its directors, officers, employees or agents.
  4. Neither Customer nor UNITEMP will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.
  5. Customer will not assign UNITEMP employee to operate motor vehicles or machinery of any kind (exclusive of standard office machines) and holds UNITEMP harmless and accepts full responsibility and full liability for any and all claims resulting from such assignment, including but not limited to UNITEMP's defense thereof, for any and all loss or damage resulting from such unapproved assignment. Prior written consent from UNITEMP is the only exception.
  6. Customer will not request employee to lift any object that weighs over 35 pounds.
  7. Customer agrees not to entrust UNITEMP employee with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments or other valuables of any kind without obtaining prior written permission from UNITEMP. UNITEMP accepts no responsibility for lost or stolen money or valuables.
  8. Freedom to Hire: Customer may directly hire UNITEMP employee submitted by resume, interview or temporary assignment for a fee equal to 25% of employee's estimated total first year's compensation, including estimated commissions and bonuses, and any signing bonus prorated to 5% over the first 480 hours working as a UNITEMP temporary on assignment with the fee remaining at 5% thereafter. If a UNITEMP employee is presented by UNITEMP, as described above in this section, and is subsequently hired by the customer indirectly through a third party source (e.g. another temporary help or staffing service) for the period of one year from the last date of employment with UNITEMP or the date of resume submission or interview, which ever is later, the fee equation is the same. This is an agreement for temporary help, if direct hire is the customers' goal; in the customers' best interest it is recommended that customer execute UNITEMP's separate contingent direct hire agreement. Please inquire.
  9. UNITEMP is unable to extend retroactive employment for someone working as a result of direct arrangements with customer.
  10. UNITEMP Payment Terms are NET DUE UPON RECEIPT OF INVOICE. Should it become necessary for UNITEMP to initiate collection proceedings, customer agrees to pay all resultant collection expenses including attorneys' fees, accumulated interest on outstanding balance, court costs and collection costs.
  11. Customer agrees that UNITEMP will be a secured creditor in the event of bankruptcy.
  12. Customer agrees that employee will not be assigned to perform work other than that work agreed to at the time the job order was placed without obtaining advance UNITEMP consent for change. Modifying the work or any direct employee pay/payments without UNITEMP's advance consent may constitute customer's hire of UNITEMP's employee.