



MEMBER OF  
ASA  
American Staffing Association

# T I M E S H E E T

EMPLOYEE NAME \_\_\_\_\_ WEEK ENDING \_\_\_\_\_  
Last Name(Print) First Name(Print) (Saturday)

LAST 4 DIGITS OF SOC. SEC. NO.

OPTION 1 Staffing Services  
4410 El Camino Real #110  
Los Altos, CA 94022  
(650) 941-5115 Fax (650) 941-4119  
payroll@option1staffing.com

USE NEAREST QUARTER HOUR

DATE	SUNDAY /	MONDAY /	TUESDAY /	WEDNESDAY /	THURSDAY /	FRIDAY /	SATURDAY /
TIME STARTED							
TIME FINISHED							
LENGTH OF LUNCH							
TOTAL HOURS							
TOTAL HOURS WORKED THIS WEEK						REG.	OT

ASSIGNMENT COMPLETED? YES \_\_\_\_\_ NO \_\_\_\_\_

CLIENT AND EMPLOYEE EACH CERTIFY THAT THE HOURS STATED HEREON ARE CORRECT AND CLIENT FURTHER CERTIFIES THE WORK WAS PERFORMED SATISFACTORILY. EACH OF US HAS READ AND AGREES TO THE TERMS AND CONDITIONS BELOW.

EMPLOYEE SIGNATURE X \_\_\_\_\_

CLIENT COMPANY NAME/DEPT \_\_\_\_\_

CLIENT'S AUTHORIZED SIGNATURE X \_\_\_\_\_

### TERMS AND CONDITIONS

OUR EMPLOYEE IS ASSIGNED TO YOU UNDER THE FOLLOWING TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS MAY ONLY BE CHANGED IN WRITING & SIGNED BY BOTH PARTIES.

THIS TEMPORARY EMPLOYEE IS AN EMPLOYEE OF OPTION 1 STAFFING. THE CLIENT ACKNOWLEDGES THE CONSIDERABLE EXPENSE INCURRED BY OPTION 1 IN ADVERTISING FOR, RECRUITING, EVALUATING AND RETAINING ITS TEMPORARY EMPLOYEES. ACCORDINGLY, IN CONSIDERATION OF THE SERVICES PROVIDED, CLIENT AGREES THAT IF THE EMPLOYEE NAMED ABOVE IS EMPLOYED BY CLIENT WITHIN 120 DAYS FROM THE LAST DAY OF WORK RECORDED, THE CLIENT SHALL PAY TO OPTION 1 A SEPARATION SETTLEMENT FEE IN ACCORDANCE WITH THE SETTLEMENT FEE MAINTAINED BY THE OFFICE. IF OPTION 1 STAFFING IS MADE TO ENFORCE ANY OF THESE TERMS AND CONDITIONS, THE CLIENT WILL BE RESPONSIBLE FOR REIMBURSING OPTION 1 STAFFING FOR ANY REASONABLE COSTS OR ATTORNEY'S FEES THAT MAY BE INCURRED.

YOU WILL BE BILLED FOR THE HOURS LISTED ON THE TIMESHEET. OVERTIME HOURS WILL BE BILLED AT TIME AND ONE-HALF. THERE IS A MINIMUM CHARGE PER EMPLOYEE OF FOUR HOURS FOR ANY ONE DAY.

THE CLIENT ACKNOWLEDGES THAT THE OPTION 1 EMPLOYEE IS ASSIGNED ON THE BASIS OF A PARTICULAR JOB DESCRIPTION AND IS NOT TO CHANGE JOB DUTIES WITHOUT OPTION 1'S PRIOR APPROVAL. SUPERVISION OF ALL OPTION 1 STAFFING EMPLOYEES ON YOUR PREMISES IS THE RESPONSIBILITY OF THE CLIENT. CLIENT REPRESENTS THAT ITS WORK SITE COMPLIES WITH ALL OSHA RULES AND REGULATIONS. CLIENT AGREES TO HOLD OPTION 1 STAFFING BLAMELESS FROM ANY DEMANDS OR CLAIMS ARISING FROM OSHA RELATING TO PROPERTY OWNED AND/OR CONTROLLED BY THE CLIENT.

CLIENT AGREES TO ADHERE TO ALL FEDERAL AND STATE RULES AND REGULATIONS AND THAT OPTION 1 STAFFING WILL BE HELD BLAMELESS FOR ANY CLAIM RESULTING FROM A VIOLATION OF ANY SUCH LAWS OR REGULATIONS BY THE CLIENT.

OUR EMPLOYEES MAY NOT OPERATE OR DRIVE ANY MOTORIZED VEHICLE OR OPERATE ANY MACHINERY (EXCEPT OFFICE MACHINERY) WITHOUT PRIOR WRITTEN CONSENT.

OPTION 1 STAFFING ASSUMES NO OTHER RESPONSIBILITY IF OUR EMPLOYEES HANDLE CASH, SECURITIES OR OTHER VALUABLES WITHOUT PRIOR WRITTEN CONSENT.

OPTION 1 STAFFING IS NOT LIABLE FOR ANY DIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR LOSS OF PROFIT OR LOSS OF GOODWILL.