MANHATTAN

360 LEXINGTON AVENUE 8TH FLOOR NEW YORK, NY 10017 212-687-5440 212-687-0815

WEEK ENDING CHARAST



LONG ISLAND

25 MELVILLE PARK ROAD **SUITE 115** MELVILLE, NY 11747 631-777-2800 631-777-5180

WEER ENDING SUNDAY.								
Day	Date	Time In	AM PM	Time Out	AM PM	Lunch	Total	Employee Name
Monday								
Tuesday								Social Security #
Wednesday						5/ 5:		Ī
Thursday						Employee Telephone Number		
Friday]
Saturday]
Sunday								Employee Email Address
Total		702			÷ (e	4)		
BY LAW, OVERTIME	IS PAID OVE	R 40 ноurs.			(O)	_		
Company:					_			
Name of Supervisor					_ Signature of Supervisor			
Supervisor Phone:					_ Email of Supervisor			

WE UNDERSTAND THAT

As an employer, Access Staffing, LLC has expenses in maintaining a temporary staff (advertising, testing, payroll, taxes, etc.) Therefore, if you transfer one of our employees to your payroll a liquidated damage fee is in order. Access Staffing, LLC currently charges 25% of an applicant's annual salary, at the time of hire. The liquidated damage fee is due upon hire with no guarantee period. The client will be responsible for all legal fees should Access Staffing, LLC be forced to refer collection to any attorney. Additionally, any employee referred to your firm by Access Staffing, LLC cannot work for you directly or through any other service for 90 days from the last day of their assignment through Access Staffing, LLC or the liquidated damage fee will be due.

The Client shall not entrust Access Staffing, LLC Employees with unattended premises or any part thereof, handling of cash, negotiable, jewelry or any other valuables of any kind, without first obtaining written permission from Access Staffing, LLC and then only when an Employee's specific duties necessitate such activity unless assigned specifically for the aforementioned purposes by Access Staffing, LLC. Under no circumstances will Access Staffing, LLC be responsible for claims made under Access

Staffing, LLC's fidelity bond unless such claims are reported in writing to Access Staffing, LLC by the client within thirty (30) days of the occurrence. Bills are due as per invoice terms.

INSTRUCTIONS FOR CLIENT

- Before signing time slip make certain employee has recorded and totaled his hours correctly, and drawn a line though days not worked. All employees are paid by ACCESS STAFFING, LLC. You will be billed the hours listed. (Make no payment directly to employees.) 1.
- You will be billed at time and one half the regular billing rates for hours exceeding 40 during the workweek.
- Employees may be contacted through ACCESS STAFFING, LLC only.
- Be sure to save a copy of this time slip for your file.
- We welcome any comments concerning this employee
- Invoice and time slip inquiries, contact your representative.
- There will be a 4-hour minimum billed per day for each day that an employee works.

INSTRUCTIONS FOR TEMPORARY EMPLOYEES

- Drop off, Fax or E-Mail, or mail properly filled out Time Card (for previous week) before 12:00 PM on each Monday. 1.
 - FAX (212) 687-0815 or (631) 777-5180
- All checks to be picked up will be ready:

Manhattan on each Thursday after 12:00 PM

Long Island on each Friday after 8:00 AM

- Your check will be ready ONLY if you follow the above instructions.
- Please follow up on your timesheet after submittal.
- All Checks held in our office will automatically be mailed after 5:00 PM each Friday.

WE HOPE THIS MAKES OUR CHECK PICK-UP PROCEDURE A MORE PLEASANT AND ACCURATE EXPERIENCE FOR YOU.