

# Woodside Temporaries, Inc.

1050 Connecticut Ave., NW 10<sup>th</sup> Floor, Washington, DC 20036  
DC Tel: (202) 789-3105 DC Fax: (202) 449-8326

Week Ending Sunday \_\_\_\_\_ P.O.# \_\_\_\_\_

**REPORT ALL TIME WORKED TO NEAREST ¼ HOUR.**

DAY	Mon	Tue	Wed	Thr	Fri	Sat	Sun	Tot
Date								
Start								
Lunch								
Lunch In								
End								
Tot. Reg								
Tot. OT								

**\*\*Lunch break is unpaid so please remember to deduct time taken\*\***

### Paycheck will be:

- Direct Deposit \_\_\_\_\_ Assignment Completed  
 Picked up in DC Office \_\_\_\_\_ Assignment Continues  
 Mailed \_\_\_\_\_ Assignment Continues

Employee Name: \_\_\_\_\_

Employee ID No. \_\_\_\_\_

### Employee Statement

I verify that the hours represented above are true and correct to the best of my knowledge. I further understand that to misrepresent my work hours and lunch break is a criminal act and Woodside Temporaries, Inc. can take appropriate action against me should it be revealed that these hours are purposefully incorrect for monetary gain.

Employee's Signature: \_\_\_\_\_

Date

## CLIENT AGREEMENT

WOODSIDE TEMPORARIES, INC.'s (herein after referred to as WTI) responsibilities are to assign its qualified employees (Assigned Employees) to work under Client's supervision; to pay their wages and provide the benefits that WTI offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. Client's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Assigned Employees from its benefit plans, policies, and practices.

Client's signature on this time sheet certifies that the reported hours are correct. Client will pay WTI for the hours at the documented rates upon receipt of WTI's invoices. If an Assigned Employee works time defined by law as overtime or premium time, Client will pay the same multiple of the regular bill rate as WTI is required to apply to the pay rate for such time.

Client will not ask or permit Assigned Employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of WTI. If Client uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than WTI during or within 180 days after any assignment of the Assigned Employee to Client from WTI, Client must notify WTI. And (a) continue the Assigned Employee's assignment from WTI for his or her next 480 consecutive work hours for Client, or (b) pay WTI a fee in the amount of 25% of the employee's annual starting salary for that Assigned Employee, or \$10,000, whichever is higher.

Neither CLIENT nor WTI 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.

Client is aware that invoices are payable upon receipt.

Supervisor's

Signature: \_\_\_\_\_

Date

Client/Company: \_\_\_\_\_

**TIME SHEETS MUST BE RECEIVED AT WOODSIDE BY 2:00PM ON TUESDAY FOLLOWING THE WEEK WORKED**