**Timecard *Week-ending Date: (Sunday’s Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |
| --- | --- |
| Warehouse Name:  | Workers Name:  |
| Address:  | Worker Phone: |

***Please email this timecard to* Admin@capitalstaffingtx.com** ⇨ ***This is a Time Sensitive Document***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date  | Day  | Arrived  | Lunch  | Departed  | Total |
|  | Monday |  |  |  |  |
|  | Tuesday |  |  |  |  |
|  |  Wednesday  |  |  |  |  |
|  | Thursday |  |  |  |  |
|  | Friday |  |  |  |  |
|  | Saturday |  |  |  |  |
|  | Sunday |  |  |  |  |
| **TIME**  | **CARDS**  | **DUE**  | **MONDAY**  | **12-NOON**  |  |

|  |
| --- |
| Authorize Signature |
| Overtime Authorize Signature - ​Additional Signature indicates you agree to time & 1 half billing |

**CLIENT TERMS, CONDITIONS, POLICIES AND PROCEDURES.**

• Express Staffing incurred fees and expenses in recruiting, interviewing, screening, and advertising. Utilizing a candidate from Express Staffing through/with another service within 90 days of Express Staffing referring any candidate to client will result in full bill rates for 160 hours and full placement fee. • Client accepts full responsibility when placing the candidate in charge of money(s), key(s), valuables, tools, machinery, etc. • Express Staffing will not be held responsible for any unlawful actions, or injuries due to the candidate. • Any incident must be reported within 24 hours. After the 24 hours has expired Express Staffing will no longer be held responsible. • All Invoices / accounts are due upon receipt and considered past due after 30 days. Clients are responsible for legal and collection fees. In the event of an invoice aging beyond 75 days without payment in full, will result in all concessions reversed and market bill rates applied to the invoice.

**EMPLOYEE/WORKER POLICIES & PROCEDURES •** Express Staffing is not responsible for collecting your timesheet. This is your responsibility. • Timesheets will not be processed unless they are signed by an authorized representative of the property. • You are obligated to contact our office within 24 hours from the completion of every assignment. Failure to do so will affect state benefits you receive, including unemployment • You are to call in “available” every day for work. Unemployment benefits may be denied if you fail to do so. • Injuries must be reported within 24 hours or the claim is invalid.