

AIM Personnel183 Whiting Street
Hingham, MA 02043

Tel: (781) 740-8808

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**EMPLOYEE TIME SHEET**Mail Hold

Name _____

XXX-XX- _____

SS# (enter last four digits only) _____

Address _____

City _____ Zip _____

	Date	Time Started	Time Finished	Less Lunch	Total Regular	Total Overtime
Su						
Mo						
Tu						
We						
Th						
Fr						
Sa						
Is your assignment completed? Yes <input type="checkbox"/> No <input type="checkbox"/>					TOTAL HOURS	
					DATE COMPLETED	

Supervisor Signature _____

Company Name _____

Please read before signing. Your signature verifies total hours and also indicates that you understand that this person is an employee of AIM Personnel. It also verifies that you have read the back of the time slip and agree to the terms stated. The above named employee may not be placed on your payroll or that of any other temporary employment company without the consent of AIM Personnel.

Employee Signature _____

Note: Deliver or fax your hours to AIM Personnel by 5:00 pm Friday of the week you work. Hours received after deadline will be recorded, but checks will be delayed one week. We must receive original time sheet signed before check is issued.

I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Customer. I understand that I am to contact AIM Personnel after completing this assignment to discuss another assignment, and if I do not do so, AIM Personnel may assume I am not then available for work.

CLIENT INFORMATION

Client named above, or their representative, hereby agrees that the Temporary Personnel Service named above (hereinafter called "Contractor"):

- 1) Incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named above. Client agrees that if Client hires Employee without agreement from the contractor, Client will pay Contractor's conversion charge. Client agrees that if client hires employee on a permanent basis, without agreement, client will pay a temporary to permanent conversion charge, Customer will not employ the person(s) named above for a period of 365 days (one year) following his / her completion on any work assignment to customer, and that upon violation of this restriction, customer will pay to AIM Personnel upon demand (25%) twenty five percent of employees salary as, and liquidated damages.
- 2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner (***MINIMUM FOUR (4) HOURS UNLESS OTHERWISE AGREED TO BY CLIENT AND CONTRACTOR**).
- 3) Client confirms the prior agreement between Contractor and Client with respect to the services performed hereunder and any future services.
- 4) Client has not and shall not in the future without prior written permission from Contractor in each each instances: (i) Entrust employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employees to operate machinery or motor vehicles: (ii) Assign Employee to perform work other than that described at the time Client placed the job order.
- 5) Contractor's Insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s) and client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of employee driving such vehicle(s), or arising out of or involving violation by client of paragraph 4(i) or 4(ii) above.
- 6) Contractor is responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by client within 30 days after occurrence.
- 7) Contractor is not responsible for claims for damage to property within Contractor's or employee's care, custody and control. AIM Personnel is not liable for operational results; i.e. customer products and services.
- 8) In event of client' nonpayment of Contractor's of Contractor's invoices, Client agrees to be responsible for all collections expenses, including attorney fees, interest and court costs, Also in event of nonpayment, contractor is responsible for employee's hourly insurance, taxes bases on each hour employed.
- 9) Client accepts the obligation to discuss all matters concerning Employee including without limitations. Employee's job assignments, wage and payroll, procurers with Contractor's and not with employee directly.
- 10) Client's shall indemnify and hold Contractor, it's subsidiaries, affiliates and agents, including the employer and record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitations, OSHA and EEO, and immigration laws.

EMPLOYEE INFORMATION

- 1) Recording Your Time: Report all time to the nearest ¼ Hour. Do not show odd minutes.
- 2) Overtime: All authorized work you perform in excess of 40 hours per week (Mon-Sun) Will be at time and one half the regular rates. You are permitted to work overtime only if the approves such work.
- 3) Lunch: Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you to take a minimum of one half (1/2) hour for lunch.
- 4) Absence: Call AIM Personnel at once, we will contact the client. If you will be out for a number of days It will be up to the client to decide on replacing you or awaiting your return.
- 5) Call us and not the client when you are late, if you can not work the prescribed hours, or if you won't be able to report to work.
- 6) Future assignments: If you do not contact us after each assignment, we will assume you are not available for work.
- 7) Permanent Job Offer: I also understand that in the event an offer for permanent employment is extended, and if I accept the offer, I shall accept through AIM Personnel.

Note: In certain states, if you fail to contact us without good cause, unemployment benefits may be denied.