

ASSIGNMENT IS CONTINUING

ASSIGNMENT IS FINISHED

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PLACEMENT NUMBER

WEEK  
ENDING  
SATURDAY

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Instructions

1. Client must keep original for records.
2. Client has 21 days from the date of the invoice to correct any differences between time worked and time billed.
3. Employee must fax time sheet to Delta Dallas Staffing no later than 2:00pm on Monday for paycheck to be available on Friday of the same week. Time sheets received after 2:00pm on Monday will be processed the following week. Checks will not be released unless time sheet is complete, signed by employee, and approved by client.
4. Employee is encouraged to keep a copy of time sheet for their own records.

**Note:** If a mailed check is not received, employees must wait 15 business days for its return to Delta Dallas or pay a \$28 fee to stop payment on the check and have a replacement check issued sooner.

Print Name

**DELTA DALLAS STAFFING, L.P.**

PHONE (972) 788-2300 / FAX (972) 702-0110

**TOTAL HOURS TO NEAREST 1/4 HOUR**

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						

**EMPLOYEE STATEMENT:** When this assignment ends, I agree to contact Delta Dallas Staffing immediately for further assignments. I understand that if I fail to contact Delta Dallas Staffing, I may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I further agree that I will not accept any employment duties with the Client or service the Client (including any successor in interest) through another personnel agency for a period of 1 year after this assignment ends without Delta Dallas Staffing's written consent. I hereby certify that I have sustained no injury on this assignment and the days and hours I have indicated are true and correct.

Employee Signature

NEW CONTACT INFORMATION: Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please contact Delta Dallas Payroll at 972-788-2300 with any questions regarding this process.**

1. Client shall pay all invoices within 7 days of receipt to Delta Dallas Staffing, L.P. at 14001 N. Dallas Pkwy., Suite 1200, Dallas, Texas 75240. Client shall not advance cash or valuables to Delta Dallas Staffing's field employee and shall have no right whatsoever to offset or recoup any such advances against any amounts owed to Delta Dallas Staffing.
2. Client shall comply with all laws, rules and regulations of duly constituted government bodies concerning Delta Dallas Staffing and its field employees and agrees to indemnify and hold Delta Dallas Staffing harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Delta Dallas Staffing.
3. Client shall not permit or cause the field employee to perform any work activities other than those specifically set forth in Delta Dallas Staffing's Work Order Verification. Regardless of the work activities set forth in Delta Dallas Staffing's Work Order Verification, client shall not permit or cause the field employee to operate any motor vehicle or machinery without first executing a Vehicle or Machinery Operator Release Agreement.
4. Client acknowledges that no insurance is provided by Delta Dallas Staffing covering physical loss or damage to Client's vehicles, machinery, equipment, merchandise or materials that are in the care, custody or control of Delta Dallas Staffing's field employee. In the event of injury to the field employee while on assignment to Client where Client assumes responsibility for Workers' Compensation insurance coverage, Client shall indemnify Delta Dallas ProTech from any liability to the field employee arising out of the negligence of Client.
6. Client shall not permit or cause the field employee to handle cash, negotiables, or other valuables of any kind without Delta Dallas Staffing's written permission. If permission is given, the field employee cannot be left unattended. Client accepts full responsibility if the field employee is left unattended.
7. Delta Dallas Staffing shall process claims arising from the dishonesty or misconduct of the field employee only if such claims are reported directly to Delta Dallas Staffing by Client within ten (10) days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
8. Delta Dallas staffing guarantees Client satisfaction with the employee services by extending to Client a one-day (8-hour) guarantee period. If Client does not notify Delta Dallas Staffing of dissatisfaction before the end of the first 8-hour day and permit Delta Dallas Staffing to replace the field employee assigned, Client agrees that the field employee assigned is satisfactory.
9. Client understands that the assigned person is Delta Dallas Staffing's field employee and that Delta Dallas Staffing expends considerable effort and incurs substantial expense to recruit, screen, test and train its field employees to service clients. Client understands that he assigned person is contractually obligated to Delta Dallas Staffing, and Client agrees to contact Delta Dallas Staffing immediately if Client desires to employ the assigned person or to utilize the assigned person for any position through another personnel service agency servicing Client. Delta Dallas Staffing will discuss with Client its conversion fee. However, Client may not directly or indirectly hire the assigned person for any position for a period of 1 year after this assignment ends without Delta Dallas Staffing's written consent, and Client may not directly or indirectly utilize the services of the assigned person in any position through another personnel agency for a period of 1 year after this assignment ends. Client hereby agrees that if the Client breaches the above terms, or Client sells its business to a third party which breaches the above terms, Client will pay to Delta Dallas Staffing a settlement fee equal to the greater of \$1,000 or 1% per thousand dollars of the person's annualized compensation up to a maximum of 30% of annual compensation.
10. Client shall pay all reasonable attorney fees and other costs incurred by Delta Dallas Staffing in enforcing this Agreement.
11. No oral statement shall modify or affect the foregoing terms and conditions.

<u>TOTAL HOURS WORKED</u>	
STRAIGHT TIME	
OVERTIME	
CLIENT STATEMENT: I hereby certify that the above hours are accurate and that Delta Dallas Staffing's field employee is entitled to be paid accordingly. I acknowledge and agree that these services were performed in accordance with the terms and conditions set forth below.	
SUPERVISOR'S SIGNATURE	
PRINTED CLIENT NAME	