

**Timesheets are due to L.K. Jordan by noon each Monday.**

fax (210) 447-2552 or email: [sanantonio.reception@lkjordan.com](mailto:sanantonio.reception@lkjordan.com)



Printed Name of Employee:	
Home Address:	<input type="checkbox"/> New
Daytime Phone Number:	
Company Name:	
Job Location/ Supervisor:	
Last Four Digits of Your Social Security Number: XXX -- XX -- ____ _	

**Week Ending Date:** \_\_\_\_\_

**Time sheets with "white-out" will not be accepted.  
All "scratch-outs" must be initialed by Supervisor.**

	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL DAILY HOURS	
MON							ROUND TOTAL HOURS TO THE NEAREST ¼ HOUR.
TUE							
WED							
THU							
FRI							
SAT							
SUN							
					REGULAR HRS		OT Rates will apply for any hours worked over 40.  Client company will be billed for total hours.
					OVERTIME HRS		
					<b>TOTAL WEEKLY HRS</b>		

**TO THE EMPLOYEE:**

I certify that the hours shown were actually worked by me during the week designated and were approved by an authorized representative of the CLIENT COMPANY. I understand that I am to contact L.K. Jordan after completing this assignment within 24 hours, and that if I do not do so, L.K. Jordan will assume that I am not available for work.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TO THE CLIENT:**

I am an authorized representative of the CLIENT COMPANY. I certify that the TOTAL hours stated above are correct and are approved for billing. My signature indicates acceptance of the Terms and Conditions below.

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_

**TEMPORARY WORK AGREEMENT TERMS AND CONDITIONS**

**CLIENT AGREEMENT-** It is agreed that the individual signing this time sheet is an authorized representative of the CLIENT COMPANY and hereby certifies that the hours are correct. Absent a written agreement otherwise, CLIENT COMPANY understands and agrees to the full terms and conditions stated herein, and agrees to same for all future orders for temporary services. Overtime will be billed at one and one half times the pay rate. No oral statement of any person shall modify or otherwise affect these terms and conditions.

**EQUIPMENT / LOSS WAIVER -** CLIENT COMPANY agrees to indemnify and hold L.K. Jordan & Associates (L.K. Jordan) and our employees harmless from any claims arising from any incident on CLIENT COMPANY'S property or while our employee is on assignment with CLIENT COMPANY. CLIENT COMPANY accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, material damage, or public liability damage incurred as a result of L.K. Jordan employees on assignment with CLIENT COMPANY. CLIENT COMPANY will not entrust temporary employees with the care, custody, or control of cash, negotiables, valuables, securities, or similar property of value. CLIENT COMPANY agrees to provide a safe and desirable working environment, meeting all pertinent local, State, and Federal guidelines, including compliance with OSHA requirements and regulations, as well as State Right to Work laws. CLIENT COMPANY agrees to indemnify and hold harmless from claim L.K. Jordan and their employees, in the event an OSHA reportable event or OSHA citation is issued, and/or any claims brought against either party based on OSHA violations.

**PAYMENT OF FEES -** Unless otherwise agreed, payment is due upon receipt of invoice. Interest charged on unpaid balances will be at the rate of 1 1/2% per month (18% annually), until balance is paid. CLIENT COMPANY will be responsible for all costs incurred with the collection of debt. Irrespective of any other contractual provisions, venue for all suits shall lie in Nueces County, Texas. Our fees are payable if CLIENT COMPANY, an affiliate, or another company with which CLIENT COMPANY has discussed a L.K. Jordan's candidate or engages the candidate within one (1) year of our last communication about the candidate.

**LIQUIDATION FEE/TEMP-TO-HIRE EMPLOYEES -** Absent a written agreement otherwise, after a temporary employee has fulfilled a minimum of 720 hours of continuous billable employment with Client through L.K. Jordan and all fees have been paid, Client has the option, but not requirement, to hire the employee. Should Client wish to hire an L.K. Jordan employee prior to the completion of the minimum number of hours, a conversion fee equivalent to the remaining billable hours multiplied by the difference between L.K. Jordan's bill rate and the employee's pay rate shall be due. Client shall notify L.K. Jordan at least one week before exercising this option. CLIENT agrees that the use of the employee named above on either a temporary basis or hiring of said employee within one year from the date of this timesheet will be through L.K. Jordan.