



3100 S. Gessner, Suite 315 • Houston, Texas 77063-3743  
 Payroll Dept. (713) 974-3800 • Fax (713) 974-5391

**CUSTOMER INFORMATION**

Company Name:
Report To:
Week Ending (Saturday)

**EMPLOYEE INFORMATION**

Name
Social Security No. XXX-XX- (Please list last 4 digits of your social security number)

**FILL IN DATES**

**HOURS TO NEAREST ¼ HR.**

	DATE	START	LUNCH START	LUNCH END	FINISH	TOTAL REG HRS	TOTAL OT HRS
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							
<b>TOTAL HOURS</b>						REG	O.T.

How do you want your paycheck distributed?

MAILED     PICKED-UP     DIRECT DEPOSIT

**EMPLOYEE AGREEMENT**

I have worked the hours and days shown above on assignment for this Customer and these hours were certified by an authorized representative of the Customer. I understand and agree that my timesheet must be turned in by Friday at 5:00 p.m. to be processed for this week's payroll. When an assignment ends, I agree to contact Corbett Personnel's office as soon as I am notified and report directly to a Service Coordinator. Also, I agree to speak to a Service Coordinator the next business day following the conclusion of each assignment. I agree to report to Corbett Personnel, in person, and sign in as available for work each Monday between 8:30 a.m. – 4:30 p.m. until I am no longer available for work. Failure to report as required will be considered a voluntary resignation and may affect my eligibility for unemployment benefits. A requirement for eligibility for unemployment benefits is being available for and actively seeking work. This reporting process helps to satisfy that requirement. I certify no accident or injury was sustained while working on the assignment unless so noted in the comments section.

Signature of Employee \_\_\_\_\_

Date: \_\_\_\_\_

**CUSTOMER AGREEMENT**

(This is a binding contract.)

- Except as modified separately in writing, these terms govern Customer's past, current and future temporary assignments, including assignments for which hours are documented on other forms or in other ways. Customer includes all subsidiaries, affiliates, partners, conventures, and subcontractors of the named Customer.
- By signing this form, Customer certified that the hours recorded at left for the designated Corbett employee are correct. Corbett Personnel Services, Inc. ("Corbett") will bill Customer for these hours at agreed rates documented in Corbett's records. When an employee's assignment for Customer, taken alone exceeds 40 hours in a work week, Corbett will bill Customer at 150% of the regular rate for the overtime hours. Customer shall promptly pay Corbett's invoices, finance charges of 1.5% per month on all balances not paid within 30 days after invoice date, any costs of investigating Liquidation Fees and all collection costs.
- Without Corbett's prior written consent, Customer will not entrust Corbett employees with unattended premises, cash, credit cards, check writing materials, confidential or trade secret information, negotiables, keys, or other valuables or let them operate motor vehicles or machinery. All claims, defenses, and costs associated with Corbett employees arising from nonobservance of this section shall be Customer's responsibility.
- Corbett is not responsible for fidelity bond claims not reported to it by Customer immediately upon discovery of the loss.
- Customer will indemnify Corbett and hold it harmless from all claims, defenses, and cost arising from the inherent risks of Customer's business or operation, including without limitation those arising from violations of occupational safety or health laws with respect to Corbett employees assigned to it.
- Customer will pay Corbett a Liquidation Fee for using any Corbett employee at any time during the 180 days after the last assigned work day reported for that employee. "Using" includes:
  - employing the person directly;
  - purchasing the person's services as a temporary, payroll or leased employee of an organization other than Corbett for substantially the same work as the person's assignment through Corbett;
  - obtaining the person's services through any independent contractor, agency, facility staffing, or consulting relationship with the person; or
  - arranging, suggesting, facilitating, or allowing the person's employment or recruitment by another organization, whether or not the person is later assigned to Customer.
- The Liquidation Fee is based on Corbett Personnel's fee schedule and guarantee agreement. It will be deemed paid if Customer either:
  - continues the Corbett employee's assignment for an additional 520 hours at an agreed upon higher bill rate
  - pays Corbett a fee according to the above agreement
  - or converts the Corbett employee prior to the agreed upon 520 hours and pays Corbett a pro-rated fee per the above agreement

We understand that the supervision of the assigned Corbett employee for the agreed upon duties is our (the client) responsibility.

Signature of Authorized Customer Representative \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_