# *STAR PERSONNEL, INC.*

**2647 RAMSAY RD, BEACHWOOD OH 44122**
**PHONE (216) 896-9501 FAX (216) 896-0688**

## EMPLOYEE TIME SHEET

Social Security No.

Employee Name Last First MI

HOURS WORKED

Employee Address City, State, Zip

| Day | Date | Time Started | Time Finished | Less Lunch | Daily Total |
|---|---|---|---|---|---|
| MON | | | | | |
| TUES | | | | | |
| WED | | | | | |
| THUR | | | | | |
| FRI | | | | | |
| SAT | | | | | |

TOTAL HOURS FOR WEEK

### EMPLOYEE STATEMENT

Returning to Company on _____ or

Assignment Completed on _____

I certify that I have worked the hours indicated on this time sheet. I understand after completing an assignment that I am to contact Star Personnel. I will notify Star Personnel if I am offered additional temporary or permanent work by this company and will not begin work until the terms of this agreement have been approved by Star Personnel, the company and myself. I will not work in excess of 40 hours without permission from Star Personnel. I will complete the assignment as accepted. Failure to complete assignment without express consent from Star Personnel will result in reduction of hourly rate to minimum wage for that week's pay period.

EMPLOYEE SIGNATURE _____

DATE _____

### CUSTOMER AGREEMENT

It is understood that the Undersigned is an Authorized Representative of the Company and by signing below certifies that the hours shown are correct and that the work was performed satisfactorily.

There will be a minimum charge of four (4) hours for any employee sent to Company. The only exception to this would be if, for any reason, a Star Personnel Temporary is unacceptable to Company. If this situation occurs, no charge will be made as long as Company notifies Star Personnel within 4 hours of employee's first workday at Company.

The company agrees that should they utilize or employ the above named person on either a permanent or temporary basis or refer that person to another employer, directly or indirectly, verbally or in writing, within twelve (12) months from the date of this time sheet, they will be responsible for a fee.

If Company desires to employ this person on a permanent basis, it is agreed that notification of this intent will be given to Star Personnel. Should this occur, there will be a buyout fee. Star Personnel is a licensed permanent employment agency.

CUSTOMER SIGNATURE _____

TITLE _____ DATE _____

_____

Customer Name

_____

Billing Address

_____

Billing Attention to: