



Timesheet Agreement for Temporary & Temp-to-Hire Staffing

www.JKentStaffing.com

J. KENT EMPLOYEE (print name)								TIME FOR WEEK-ENDING / / (Sunday)	
	MON / /	TUE / /	WED / /	THUR / /	FRI / /	SAT / /	SUN / /	WEEKLY HOURS TOTAL	
START								REGULAR TIME	
LUNCH OUT								OVERTIME	
LUNCH IN								DOUBLE TIME	
END								<i>Important: Round all hours worked to nearest 15 minutes. State daily and weekly totals in quarter hours (.25, .50, .75 hours).</i>	
DAILY TOTALS									

J. Kent "Client" Certification

I certify that the hours documented by Employee on this Timesheet Agreement were approved and worked satisfactorily by Employee, that I have read and Client agrees to all the provisions of this Timesheet Agreement, that I have retained a copy of signed Timesheet, and that I am authorized to sign this Timesheet Agreement and contract on behalf of Client. I understand that invoices are due upon receipt.

Company _____ Name _____
 Authorized _____ Signature _____
 Title _____ Date ____/____/____
 Email _____
 Phone _____ Fax _____

J. Kent "Employee" Certification

I certify that I have read, understand, and agree to comply with J. Kent's on-line Employee Handbook and that I have worked the hours reported on this Timesheet Agreement and I understand timesheet forgery, fraud, theft or embezzlement may constitute a crime; that my Assignment has not been changed; that I have not been asked to perform work that is unsafe or unlawful; that I have not suffered any injury or unacceptable condition of employment during this Assignment (failure to notify J. Kent Supervisor of injuries may result in delay or denial of benefits); that I have not had any discussions or offers of employment with Client which I have not reported to the J. Kent Supervisor. I understand that I must obtain permission from the J. Kent Supervisor before discussing or applying for any employment opportunity with Client and must receive confirmation from the J. Kent Supervisor that Client has met all of Client's obligations to J. Kent before I may begin employment with Client.

Assignment Completed? Yes ___ No ___ Copy of Timesheet Given to Client? Yes ___ No ___

J. Kent Employee Signature _____
 Email _____ Last 4 digits of your SS# _____
 Home Phone _____ Assignment Phone _____

General Client Provisions

J. Kent is pleased to provide Client with the services of Employee at the "Billing Rate" quoted by the J. Kent Supervisor for the Assignment. Client's use of Employee's services shall constitute consent to the "Billing Rate" and acceptance of all the terms and conditions of this Agreement.

J. Kent Employee: Employee is employed by J. Kent under a written employment agreement and shall not be an employee of Client while on the Assignment. J. Kent shall pay Employee and shall be responsible for applicable federal, state and local withholding and unemployment taxes. J. Kent shall provide worker's compensation insurance coverage. A Commercial Blanket Bond covers Employee, which is available only if Client provides J. Kent written notice of a claim within two days of an occurrence.

Guarantee: As J. Kent's guaranty of satisfaction, if Client notifies J. Kent within the first 4 hours of the Assignment that Client is dissatisfied with Employee's services, then Employee's services will be terminated, and Client will not be charged. If Client does not notify J. Kent of dissatisfaction within four hours of the beginning of the Assignment, then Employee shall be deemed acceptable, and Client shall pay for all hours worked by Employee.

Bill Rates, Terms & Minimums: Bill Rates are based on the skill and experience requested for the Assignment. Client may not change the Assignment without prior approval of J. Kent, which may require a change in the Bill Rate. Client will be billed for a minimum of 4 hours per day. Client will be invoiced weekly, and INVOICES are DUE UPON RECEIPT. Interest will be charged at 1.5% per month until paid on past due accounts. Client shall pay all costs of collection, including reasonable attorney fees.

Overtime & Holidays: Client will be billed overtime (1.5 times the Bill Rate) for any hours worked by Employee in excess of 40 hours in any work week, and for any hours worked by Employee on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day.

Supervision & Indemnification: Client shall supervise Employee and advise Employee about specific Assignment responsibilities, work hours and other work place rules. Client shall provide a safe and suitable workplace for Employee and shall be solely responsible for complying with all applicable federal and state OSHA laws and regulations, including training, supplying protective equipment and providing information, warnings and safety instructions. Client shall indemnify J. Kent for damages, losses, costs, fines, penalties, settlement amounts and expenses, including reasonable attorneys fees incurred by J. Kent because of any alleged or actual violation of any federal, state or local law or regulation relating to Client's premises, policies, practices or working conditions or any other act or omission of Client or its agents or representatives.

Disclaimer: J. Kent shall not be responsible for physical loss or damage to Client's property, machinery or equipment. Without the written consent of J. Kent, Client agrees not to entrust Employee with the custody, control or care of unattended premises, cash, negotiable instruments, checks, credit card information, valuables, security cards, or keys, with the operation of motor vehicles, automotive or truck equipment, or with the removal from Client's premises of vehicles, laptop computers, tools, books or other Client property.

Client Transfer Fee Provisions for Hiring a J. Kent Employee

A Transfer Fee must be paid by Client if Employee is hired DIRECTLY OR INDIRECTLY WITHIN ONE YEAR from the ending date of the last assignment for any full-time, part-time, temporary, temp-to-hire, or contract position, including any position other than the one originally assigned, or if Employee is hired by any department, branch, division, subsidiary or affiliate of Client. If, without the written approval of J. Kent, Client refers Employee to another employer or acquaintance that hires Employee, then Client agrees to pay J. Kent the Transfer Fee set forth in the Transfer Fee Schedule. Required Hours start anew with each Employee and with each assignment. No guarantee applies to transfers.	Required Hours	Transfer Fee Scale Based on Fee Schedule	Transfer Fee Schedule <i>The Fee is a Percentage of the Annual Starting Salary</i>	
	Up to 159	Full transfer fee	Annual Starting Salary	Fee %
	160-319	25% Discount	Up to \$49,999.99	25%
	320-479	50% Discount	\$50,000.00 +	30%
	480-639	75% Discount		
	640 +	\$500.00		

Email Timesheet to: timesheet@JKentStaffing.com OR Fax Timesheet to: 303-777-0972

J. Kent Staffing, 500 Downing Street, Denver, Colorado 80218, 303-777-7734