



Shoman Staffing Services Timesheet

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 Albuquerque, NM 87110
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 Email: timesheets@shomanstaffing.com

Client Terms & Conditions

TIMESHEETS CAN BE EMAILED/FAXED/DROPPED IN OUR OFFICE BY MONDAY AT 8AM

Employee Name _____
 Social Security Number _____
 Client Company _____
 Supervisor _____

Please Round Total Hours-To the NEAREST quarter hour

	Date Worked	Time In	Lunch Out	Lunch In	Time Out	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Printed Total Hours:					Total Hours	
<u>For Office Use Only</u>					Total Regular Hours	
Week Ending Date: _____					Overtime Hours	
Comments: _____						

Client's signature on this timesheet certifies that the work was performed to Client's satisfaction and authorizes Shoman Staffing to bill Client for such hours. Client shall pay all invoices upon receipt to Sandia Financing at the office coordinating said services. Invoices not paid within 60 days will incur a 1% late fee, per month, on the delinquent balance. Client also agrees to pay any reasonable collection expenses incurred by Shoman Staffing to collect the debt. Client agrees that, in the event an Assigned Employee works for Client more than forty (40) hours in any work week Client will pay 1 and ½ times the regular bill rate.

Client will not entrust Assigned Employee with unattended premises, cash, keys, credit cards, merchandise, confidential or trade secrets, or other valuables without prior written consent from Shoman and execution of a Client General Release. Client further agrees to not authorize any Shoman employee to operate any motor vehicle, truck or heavy equipment or machinery; or allow an employee to do any work requiring use of a ladder or scaffolding, or similar equipment, without prior written consent from Shoman and execution of a Client General Release. Client acknowledges that no insurance is provided to cover physical loss or damage to client's vehicles, machinery, merchandise or materials that are in the care of Assigned Employee, and Shoman has no liability for loss or damage.

Neither Client nor Shoman will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special or punitive, or lost profit damages or expense arising from their staffing relationship.

Shoman Staffing's responsibilities, as a disclosed limited agent for the Client for staffing purposes, are to assign qualified employees to work under Client's supervision; to pay their wages and provide the benefits that Shoman offers to them (including unemployment and worker's comp. insurance); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. Client's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions and abide by all OSHA and other applicable Safety Laws.

Shoman Staffing's policy is that Client may hire any Assigned Employee after 520 billable hours, with NO conversion fee. Client agrees to contact Shoman Staffing if they desire to 1) Hire Assigned Employee prior to completion of 520 billable hours, a conversion fee of 20% of the annualized pay rate (from Shoman on this assignment), may be charged, 2) Utilize employee on a job with different duties, or 3) Utilize employee through another staffing service.

Employee Terms & Conditions

My signature certifies that no accident or injury was sustained by me while working on this assignment, unless noted in the comments section. I understand that I am to contact Shoman Staffing within one working day after completing my assignment, and if I fail to do so, Shoman Staffing will assume that I am not available for work and it may negatively affect my chance at receiving unemployment benefits. I will not operate any vehicle without prior written consent from Shoman Staffing Services.

Thank you for choosing Shoman Staffing Services.

Client Company/Supervisor certify that hours stated here are correct. Client Company agrees to the terms and conditions on this timesheet.

 Client Company Signature Printed Client Name/Date

My signature certifies the hours listed above were worked by me during the week designated, and were certified by an authorized representative of the Client. I further agree to the terms and conditions on this timesheet.

 Employee Signature Printed Employee Name



Field Employee Orientation

Welcome to the Shoman Staffing Team !!! You have been offered, or are being considered for a position with one of our outstanding client companies ! This information is designed to assist you in your employment relationship with Shoman Staffing. We want to make sure this is an exciting and productive period for you, the Client Company and Shoman Staffing.

If you accept the position, we ask that you arrive to your assignment on time, do the best job you can, and call us if you are running late or cannot make it to the assignment. We have an answering machine 24 hours per day. Please call before your assignment starts, or you could be listed as a “No Call No Show” which would result in termination from Shoman Staffing.

If you are on a temporary, or temp. to hire assignment, you will be employed by Shoman Staffing Services. This means we will dispatch you to the assignment, manage your performance and attendance with your supervisor, and Shoman Staffing will pay you. We will also pay your worker's comp. and unemployment insurance.

We are interested in your safety and happiness. If there is anything of concern on your assignment, we want to hear from you. **Please feel free to relate ANY problems or issues to Shoman Staffing.** This could include (but should not be limited to) safety issues regarding yourself or others, training issues, harassment issues, or questions about your job duties or pay.

Should a supervisor ask you to perform any duty that you feel uncomfortable doing, please contact Shoman Staffing. This could be asking you to operate a machine for which you have not been trained upon, or to perform an activity you think might injure you. Let us communicate your concerns to the client company, we can be your agent, and explain options so that all parties are productive and safe.

I understand that my refusal to abide by the Shoman Staffing Services Drug Free Work Policy will result in my rejection for further consideration for employment or disciplinary action, up to and including my discharge from employment and possible denial of Workers' Compensation Benefits.

We would like you to inform us if the position is different than you expected, or was explained to you by Shoman Staffing. If additional duties are added to your responsibilities, or if you are asked to handle cash or any other valuables, please call Shoman Staffing. If the client company gives you keys to the job site, or asks you to drive your vehicle or the company vehicle, please let us know.

Shoman Staffing will provide you with a timesheet. This should be completed and returned to Shoman Staffing to process your paycheck. It is your responsibility to make sure the timesheet is completely filled out, signed by your supervisor, and turned into Shoman Staffing by 8am Monday (following the week you worked) so that you may be paid on Friday from 7:30am-5:30pm. You may fax, email or deliver your timesheet in person to our office.

Shoman Staffing can only pay in 15 minute intervals, for this reason, please round your hours to the nearest quarter hour, each day.

Shoman Staffing will help you get paid in any way possible, should you have ANY problems with your timesheet or paycheck, please contact your Staffing Specialist as soon as possible.

If your assignment ends, we require that you contact Shoman Staffing immediately, so that we may 1) contact the client company, 2) enter you on the availability list and 3) process your final check.

Failure to notify Shoman Staffing of your last day (on assignment) within 24 hours may result in 1) Shoman Staffing considering your employment to have terminated due to job abandonment, 2) our inability to place you again, and 3) may negatively affect any unemployment benefits you would have qualified for.

Shoman Staffing offers holiday pay after 920 hours worked in the 6 month period prior to the holiday. Holidays include: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas. Shoman also offers a \$25.00 referral gift certificate for all employees who refer a friend who works for Shoman for 40 hours or more.

We would like to insure your employment with Shoman Staffing is a wonderful experience. Great communication is key, and we hope you'll feel comfortable and supported by our staff. Please let us know if there is anything we can do to improve our service to YOU !!

Welcome to the SHOMAN STAFFING TEAM !!!