DON RICHARD ASSOCIATES TEMPORARIES TIMESHEET

COMPANY NAME _____

REPORT TO _____ **TITLE** _____

EMPLOYEE'S NAME _____
(PLEASE PRINT)

I certify the hours shown are correct and I performed the service. I also understand failure to have a time sheet signed by the client will delay my payroll check.

EMPLOYEE'S SIGNATURE _____

PAY PERIOD ENDING DATE SUNDAY* _____ **HAS YOUR ASSIGNMENT ENDED?** _____

☐ **MAIL CHECK** ☐ **PICK UP CHECK** ☐ **DIRECT DEPOSIT**

Please indicate your preference for payroll check handling. If blank, we will hold your check in our office until we receive instructions from you.

DATES	MON	TUES	WED	THURS	FRI	SAT	SUN
MONTH/ DAY	/	/	/	/	/	/	/
Hours Worked							

MON	TUES	WED	THURS	FRI	SAT	SUN
/	/	/	/	/	/	/

Holiday Pay - Vacation Pay - Overtime - Please refer to the Temporary Policies & Procedures Manual (pages 3, 4, and 6) for details on eligibility.
Please indicate hours worked (do not include breaks or lunch) to the closet 1/4 hour (ex. 8.25 if you worked 8 hours and 15 minutes).

WEEK 1 TOTAL _____ **WEEK 2 TOTAL** _____

DRA P/R USE ONLY: HOURS - REG _____ O/T _____ V/H _____

TO EMPLOYER:

Employer agrees that if this employee should be hired for a permanent position with your firm within one year, Don Richard Associates will be due a fee based on the annual starting salary (minimum 20% - maximum 30%). If for any reason in the future, this employee is contracted for temporary assignment with your firm, an hourly rate established at time of employment will be billed by Don Richard Associates.

Overtime policy: Don Richard Associates temporary employees will be paid time and one-half for any time worked over 40 hours per work week. Overtime will be billed at time and one-half.

In the event collection proceedings are instituted for any payment due under the terms of this agreement, employer agrees to pay 33 1/3% of the outstanding balance for all costs associated with collection including attorney fees. A finance charge of 1-1/2% per month (18% APR) will be added to invoices not paid by due date.

Clients and its officers and employees agree to hold harmless Don Richard Associates, it's officers and employees, for any cost, injury or damage caused by any event, activity, or condition arising out of the placement and performance of temporary employees.

The client has an obligation to supervise the temporary employee to ensure a reasonable standard of workmanship and is responsible for all acts, errors and omissions of the worker as if the worker were employed by the client. The temporary employee is deemed to be under the direction and control of the client from the time the assignment begins until the worker completes it. The client shall indemnify DRA against any claim or liability incurred by DRA arising out of the introduction or supply to the client of the temporary employee.

Client will not ask or permit temporary employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of Don Richard Associates.

I certify that the hours indicated are correct and the work performed was satisfactory.

_____ _____ _____
CLIENT AUTHORIZED SIGNATURE **TITLE** **DATE**

Payroll Email: payroll@donrichard.com **Payroll Fax: 757-518-9436**

**Timesheets are due no later than 9 AM the Monday after the pay period ending date. Late timesheets may affect direct deposit. Refer to your Temporary Policies & Procedures Manual (page 6 & 7) for details.*

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