

# TIMESHEET AND CONVERSION FEE CONTRACT



TEMPORARY SERVICES. FULL TIME SOLUTIONS.

www.PersonnelPlusColorado.com

303.694.6233

## PERSONNEL PLUS EMPLOYEE

Employee's Name \_\_\_\_\_

I hereby certify that the days and hours shown on this timesheet are correct, were worked by me, and were certified by an authorized representative of the company. I understand that I must contact Personnel Plus after completing each assignment regarding availability, and if I fail to do so, Personnel Plus may assume I am not available for work.

Employee's Signature \_\_\_\_\_

Last four digits of your Social Security Number:

X	X	X	X	X				
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CHECK STATUS:

PLEASE HOLD

If not marked, your check will automatically be mailed to you.

WEEK ENDING  
DATE (SATURDAY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email to: [Payroll@PersonnelPlusColorado.com](mailto:Payroll@PersonnelPlusColorado.com)  
or Fax to: (303) 694-6098

Has your assignment ended?  Yes  No

Enter daily totals to the nearest quarter hour.

## CLIENT INFORMATION

Company Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

## CLIENT VERIFICATION/APPROVAL

The hours as shown are correct. My signature below is our acknowledgement that we are bound by the Terms and Conditions of Assignment.

Total as shown in Total Time Box: \_\_\_\_\_

Signature \_\_\_\_\_

DAY	Start Time	Lunch Out	Lunch In	Finish Time	Daily Total	
					Hour	Qtr. Hr.
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						
TOTAL TIME →						

Timesheets must be received by 9:00 a.m. each MONDAY.  
REMEMBER: Send a separate timesheet for EACH assignment.

# TERMS & CONDITIONS OF ASSIGNMENT

Thank you for choosing PERSONNEL PLUS to provide you with your professional staffing needs. We appreciate the opportunity to serve you.

For the services of our employee, whose name appears on the front of this copy under "PERSONNEL PLUS EMPLOYEE", we will invoice as agreed. Legally required overtime (required by federal law if hours exceed 40 per week, state law varies) will be billed at one and one-half times the billing rate.

Bill rates are determined based on the amount of experience necessary to perform a particular assignment, and on the level of our employees' experience. Should you wish to use our employee for other assignments, please feel free to do so. If this occurs, we will work with you to reach a mutually agreed bill rate. Call PERSONNEL PLUS if you have questions regarding hourly bill rates.

Our employee is assigned to you under the following:

- 1) The person assigned is an employee of PERSONNEL PLUS and shall not be deemed your employee. PERSONNEL PLUS will ensure that its employees are adequately covered by Worker's Compensation and Unemployment Insurance and that it pays all applicable federal, state, and local withholding taxes and unemployment taxes, as well as Social Security and all other applicable payroll charges.
- 2) Supervision of PERSONNEL PLUS employees on company premises is the company's responsibility. Please use reasonable discretion when authorizing the PERSONNEL PLUS employee to hold company property off-site or after hours. Clients shall contact employees and schedule assignments extensions ONLY through PERSONNEL PLUS.
- 3) Our employee will present a timesheet to you or your representative for verification and signature at the end of each week. Your signature thereon is your acknowledgement of all of the Conditions of Assignment. Because PERSONNEL PLUS invoices reflect payroll which we have already paid, our invoices are due upon receipt. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked.
- 4) After you evaluate the performance of our employee on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled professionals and in the event the company, its affiliates or related entities, wishes to convert them to the company's payroll, a conversion fee will be calculated based on

the employee's first year's annual compensation. Please contact your PERSONNEL PLUS representative for more information.

- 5) The conversion fee is payable if your company, an affiliate or its entities wishes to hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary (including temporary assignments through another agency) or consulting basis within one (1) year after the last day of the assignment. You also agree to pay a conversion fee if our employee assigned to you is hired by a subsidiary or other related company or business as a result of your referral of our employee to that company.
- 6) It is understood that we will not authorize a PERSONNEL PLUS employee to operate machinery (other than office machines) or automotive equipment. The insurance furnished by PERSONNEL PLUS does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment. It is agreed the client accepts full responsibility for bodily injury, property damage, fire, theft, collision or public liability claims, any of which may be caused as a result of an accident while a PERSONNEL PLUS employee is driving a client's vehicle, whether owned or rented.
- 7) PERSONNEL PLUS does not perform criminal background checks, credit checks or pre-employment drug screens. The Company may perform such checks should it so desire, or the Company may contact PERSONNEL PLUS, who will contract for such services.
- 8) It is understood that under no circumstances will PERSONNEL PLUS be responsible for claims for work performed unless such claims are reported in writing to PERSONNEL PLUS within ninety (90) days after termination of the temporary assignment.
- 9) Unless otherwise prohibited by the law of the state where this placement occurred, in the event that you fail to pay the charges of PERSONNEL PLUS when due, the prevailing party shall pay all costs of collection of PERSONNEL PLUS, including reasonable attorneys fees, whether or not a suit is initiated.
- 10) You are entitled to a 4-hour employee satisfaction guarantee period. If, on the first day of the assignment, our employee is not working out to your satisfaction, simply call us within four (4) hours and there will be no charge for the four (4) hours. Unless you call us within the first four (4) hours, you agree that our employee assigned is satisfactory and further agree to these Conditions of Assignment.