

EMPLOYEE NAME: _____

EMPLOYEE SS# (Last 4 Digits Only) : _____

CHECK WORK SCHEDULE: Standard 4/10 9/80 Other

CUSTOMER NAME: _____

REPORT TO: _____ W/E DATE: _____

Advantage Resourcing LOCATION: _____

DID YOU SUSTAIN ANY WORKPLACE INJURIES WHILE ON ASSIGNMENT THIS WEEK? Yes No

In California, a duty-free meal period of 30 minutes is required for employees working 5 hours or more; except when a work period of not more than 6 hours will complete the day's work, the meal period may be waived. Employees working more than 10 hours are entitled to a second 30 minute duty-free meal period; except that when a work period of not more than 12 hours will complete the day's work the second meal period may be waived if the first meal period of the workday was not waived. If you did not take a required duty free meal period; did not take the full 30 minutes, or began your meal period after the end of the fifth hour, **please indicate why by putting the reason number in the Reason Code column** next to the corresponding day when you record your time below.

Reason Codes

1. I was provided a duty-free meal period and chose not to take it.
2. I elected to return early from my 30 minute duty-free meal period.
3. I elected to start my duty-free meal period after the end of 5th hour of work.
4. I was asked to begin my duty-free meal period after the end of the 5th hour of work at my supervisor's request.
5. I was not provided a duty-free meal period of at least 30 minutes.
6. I was not provided any meal period.

I certify that I have worked the hours shown on this time sheet and I have read, understand and agree to follow the instructions printed on this page.

EMPLOYEE SIGNATURE: _____

DAY	DATE	START TIME	MEAL OUT	MEAL IN	REASON CODE	SECOND MEAL OUT	SECOND MEAL IN	REASON CODE	FINISH TIME	DAILY HOURS WORKED
MONDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
TUESDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
WEDNESDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
THURSDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
FRIDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
SATURDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
SUNDAY		AM	AM	AM		AM	AM		AM	
		PM	PM	PM		PM	PM			
TOTAL HOURS WORKED (DO NOT INCLUDE MEAL PERIODS)										

By signing this timesheet you agree to pay Advantage Resourcing for the hours worked by this employee under the terms of your Contract for Staffing Services.

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

EMPLOYEE AGREEMENT

1. The timesheet must be received by the first business day following the end of the pay period.
2. WARNING: Altering or misrepresentation of hours or dates is a violation of Advantage Resourcing policy and will result in disciplinary action up to and including termination.
3. Working unauthorized overtime will result in disciplinary action up to and including termination.
4. I agree to notify Advantage Resourcing by telephone or mail within 24 hours after completion of job assignment. If I fail to give such notice, Advantage Resourcing may assume that I am no longer available for work with Advantage Resourcing.
5. I agree to immediately report any incidents/accidents/injuries that involve me to Advantage Resourcing.
6. I understand California law provides as follows: I am entitled to a duty free meal period of no less than 30 minutes when working 5 hours or more, however; when working between 5 and 6 hours, I may waive my duty free meal period. If I work more than 10 hours but less than 12 hours, I may voluntarily waive my second duty free meal period, so long as I have not waived my first duty free meal period. If I work 12 hours or more, I must take a second duty free meal period of no less than 30 minutes. I certify that the times that I have recorded above accurately reflects both the time that I have worked and the times that I took duty free meal periods.
7. I agree to notify Advantage Resourcing immediately if the client changes my employment duties, or asks me to drive any vehicle including my own vehicle in connection with the assignment.
8. You must fill out a separate timesheet for each week ending date. If you worked days extending over two week ending dates, you must use two (2) timesheets.
9. This timesheet must be filled out completely. Please ensure that your social security number and name are printed legibly. Failure to do so may result in your check being delayed.
10. Keep a copy of this timesheet for your records.

CUSTOMER AGREEMENT

1. I understand that as a company operating in California, I am required to provide meal periods and rest breaks in accordance with state law. Temporary employees must adhere to these same regulations. Failure to provide the meal periods and rest breaks as required by California law could result in additional payroll costs and billing associated with the penalties for failure to provide meal periods and rest breaks as required including, but not limited to, the amount of the penalties and markup on that amount.
2. Temporary employees are not responsible for the handling of cash and/or valuables without written permission from Advantage Resourcing.
3. Customer agrees that temporary employees are under the direction and control of Customer.
4. Customer agrees that no temporary employee is to operate any vehicle (auto, forklift, heavy equipment, etc.) without the express, prior written consent of Advantage Resourcing and customer's insurance shall be primary.
5. Customer has the duty to notify Advantage Resourcing before any change in a temporary employee's job assignment.
6. The Customer agrees and warrants to Advantage Resourcing that it will provide a reasonably safe place for Advantage Resourcing employees. Customer agrees to indemnify Advantage Resourcing for any harm if job assignment is changed without notifying Advantage Resourcing. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects Advantage Resourcing employees including, but not limited to, OSHA required training and emergency medical response assistance to injured Advantage Resourcing workers.
7. The signing of this timesheet constitutes acceptance to the above paragraphs and that the person performed satisfactorily. The Customer agrees that timesheets that are emailed constitutes a binding signature for invoicing. The above hours are correct and payment terms are net due upon receipt of invoice.
8. If there is any conflict between this time sheet language and language in an executed agreement with Advantage Resourcing, the language of the executed Customer Agreement shall control.