

PAYROLL TIME SHEET

WEEK ENDING _____

MCINTOSH STAFFING RESOURCES 65 Belknap Street, Dover, NH 03820, *TEL: (603) 742-8325, FAX: (603) 743-3323*

Employee Name _____ Address _____

Phone # _____ City/State _____ Zip Code _____

Assignment Information: Company Name _____ Company Phone Number/Ext.# _____

Timesheet submittal deadline NOON Tuesdays following your previous work week. Paychecks available for pickup-Fridays 12-5PM/Paychecks will be mailed if not picked up. Time sheet drop box - Rear of building.

	IN	OUT	IN	OUT	HOURS
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

Is your assignment complete? _____ Yes _____ No _____ Regular Hours _____ Overtime Hours _____

Signature stipulates client approval of terms and conditions on reverse side, and verification of hours completed by temporary employee.

Supervisor's Signature

Attention: Client Company Representative

- McIntosh Staffing Resources, LLC (MSR) provides a quality service made possible through substantial investment for recruiting, screening and administration. In the event the above named temporary employee is hired by present company, parent company, subsidiary or affiliate, CLIENT agrees to pay MSR a conversion charge pursuant with fee schedule.
- CLIENT agrees to advise MSR prior to any change in responsibility of given temporary assignment.
- In the event of client's non-payment of MSR invoices, client agrees to be responsible for all collection expenses including attorney's fees and court costs.
- MSR has the sole right to establish the wages and fringe benefits, if any, of its employees, and assumes responsibility for the payment of such compensation, the withholding and payment of all required payroll taxes, and the maintenance of workers' compensation insurance as required by state law.
- CLIENT agrees that if it retains any Temporary Employee for a period of at least one (1) day and it fails to advise MSR of any complaints regarding the Temporary Employee's performance, CLIENT will be responsible for paying MSR all fees due for any and all services performed by the Temporary Employee.
- MSR requires that any employment offers from the client company; parent company; subsidiary; affiliate; any staffing or leasing company; or friend of your organization resulting from a former referral for direct hire, or a former temporary employment relationship be approved by our office within 180 days following the last contact date. A professional fee shall be applied pursuant to fee schedules.
- CLIENT shall notify MSR immediately of the completion or termination of a Temporary Employee's assignment.
- CLIENT agrees to notify MSR immediately whenever any Temporary Employee performs any work under a Government Contract, and agrees to reimburse MSR a price differential to reflect the higher wages that may be due any such employee by reason of any Government Contract law or the contract specifications.
- CLIENT agrees to indemnify and hold harmless MSR, its officers and employees, from and against any all claims, losses, actions, damages, expenses, liabilities of claims for attorneys' fees arising out of or resulting from: (a) the Temporary Employee's use of operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment; and (b) any negligent, wrongful acts, decisions, statements, acts or omissions by CLIENT, its agents or employees or by any other person.
- CLIENT agrees to payment to terms of NET UPON RECEIPT of invoice, and agrees that unpaid accounts will be considered in default after thirty (30) days, from the date of invoice, after which a late charge will be imposed at the rate of 1 1/2% per month on unpaid balances (ANNUAL PERCENTAGE RATE OF 18%), CLIENT agrees to pay the late charge together with any reasonable attorneys' fees MSR may incur to effect collection.
- CLIENT acknowledges and agrees that in the event a Temporary Employee works more than forty (40) hours in any work week for CLIENT, that Temporary Employee is thereby entitled to compensation at the hourly rate of time and one-half for such overtime hours. CLIENT agrees to reimburse MPS for all such overtime payments which MSR pays to it's Temporary Employees.
- CLIENT's signature certifies that the hours shown are correct, that the work was performed to the CLIENT's satisfaction and authorizes MSR to bill CLIENT for the hours worked by the named Temporary Employee. CLIENT agrees that the representative who signs this Agreement is authorized to do so and that MSR may rely upon that signature as binding upon CLIENT.