

MANHATTAN
 360 LEXINGTON AVENUE
 8TH FLOOR
 NEW YORK, NY 10017
 TEL: 212-687-5440
 FAX: 631-777-5180



LONG ISLAND
 25 MELVILLE PARK ROAD
 SUITE 115
 MELVILLE, NY 11747
 TEL: 631-777-2800
 FAX: 631-777-5180

Employee Name – PRINT CLEARLY:

WEEK ENDING SUNDAY:

STAFFING COUNSELOR:

Day	Date	Time In	AM PM	Time Out	AM PM	Lunch	Total
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total							

Social Security #:

XXX – XX - _____

(LAST 4 DIGITS ONLY)

Employee Phone #:

Employee Email:

BY LAW, OVERTIME IS PAID FOR HOURS WORKED OVER 40 HOURS.

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Company: _____

Name of Supervisor _____ Signature of Supervisor _____

Supervisor Phone: _____ Email of Supervisor _____

WE UNDERSTAND THAT

As an employer, Access Staffing, LLC has expenses in maintaining a temporary staff (advertising, testing, payroll, taxes, etc.) Therefore, if you transfer one of our employees to your payroll a liquidated damage fee is in order. Access Staffing, LLC currently charges 25% of an applicant's annual salary, at the time of hire. The liquidated damage fee is due upon hire with no guarantee period. The client will be responsible for all legal fees should Access Staffing, LLC be forced to refer collection to any attorney. Additionally, any employee referred to your firm by Access Staffing, LLC cannot work for you directly or through any other service for 365 days from the last day of their assignment through Access Staffing, LLC and/or prior to 2,080 hours worked for Access Staffing, LLC or the liquidated damage fee will be due.

The Client shall not entrust Access Staffing, LLC Employees with unattended premises or any part thereof, handling of cash, negotiable, jewelry or any other valuables of any kind, without first obtaining written permission from Access Staffing, LLC and then only when an Employee's specific duties necessitate such activity unless assigned specifically for the aforementioned purposes by Access Staffing, LLC. Under no circumstances will Access Staffing, LLC be responsible for claims made under Access.

Staffing, LLC's fidelity bond unless such claims are reported in writing to Access Staffing, LLC by the client within thirty (30) days of the occurrence. Bills are due as per invoice terms.

INSTRUCTIONS FOR CLIENT

1. Before signing time sheet make certain employee has recorded and totaled his/her hours correctly, and drawn a line though days not worked.
2. All employees are paid by ACCESS STAFFING, LLC. You will be billed for the hours listed. (Make no payment directly to employees.)
3. You will be billed at time and one half the regular billing rates for hours exceeding 40 during the workweek.
4. Employees may be contacted through ACCESS STAFFING, LLC only.
5. Be sure to save a copy of this time sheet for your file.
6. We welcome any comments concerning this employee.
7. Invoice and time sheet inquiries, please contact your representative.

INSTRUCTIONS FOR TEMPORARY EMPLOYEES

1. Fax Time Sheet to (631) 777-5180, E-Mail, drop off or mail properly filled out Time Sheet (for previous week) before 12:00 PM on each Monday.
2. All checks will be ready by **Friday** after 9:00 AM
3. Your check will be ready **ONLY** if you follow the above instructions.
4. Please follow up on your timesheet after submittal.
5. All Checks held in our office will automatically be mailed after 5:00 PM each Friday.

WE HOPE THIS MAKES OUR PAYROLL PROCEDURE A MORE PLEASANT AND ACCURATE EXPERIENCE FOR YOU.