

# Talent Timesheet

## Instructions for Completing and Submitting Timecard

1. Complete all information on the timecard. A separate timecard must be completed for each job assignment each week. Be sure to include your name, employee ID #, branch, client name and job #. You will be given a job number for each assignment. This number is needed to ensure prompt processing of your paycheck. If you do not know your employee ID number, branch number or job number, call the office that placed you.
2. At the end of each week, have the supervisor sign your timecard and give him/her a copy.

## Paycheck Procedures

1. Direct deposit paystubs are not mailed. Paystub detail is available online or via the phone. Instructions are available at [www.atterro.com](http://www.atterro.com).
2. Live paychecks are mailed every week from Minneapolis, MN. Mail service takes 1-7 working days for delivery of checks. Postal delays may occur.
3. Forgery or modification of real time worked is a Felony and all Fraudulent occurrences will be prosecuted to the fullest extent of the law.

**Email timecard:** payroll@atterro.com **OR** **Fax timecard (to any # listed below):** 1-888-647-3878 1-877-616-9293 612-339-8298 **OR** **Mail timecard:** 730 Second Avenue South Suite 520, Minneapolis, MN 55402 **TIMECARDS ARE DUE BY 12:00PM CST ON MONDAY**

Employee Name <input style="width:90%;" type="text"/>							Client Name <input style="width:90%;" type="text"/>		
Employee ID <input style="width:20%;" type="text"/>		Branch Location/# <input style="width:20%;" type="text"/>		Job # <input style="width:20%;" type="text"/>		Client Address <input style="width:90%;" type="text"/>			
Weekending Date (MM/DD/YYYY) <input style="width:20%;" type="text"/>		Please note: In order to guarantee accurate and prompt payment, please fill in all information.					City, State <input style="width:90%;" type="text"/>		
DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	Client Verification (please write out)  Hours <input style="width:90%;" type="text"/> Minutes <input style="width:90%;" type="text"/>  The undersigned, a duly authorized representative of the above Client, hereby (1) certifies that the above hours are correct and that the work was performed in a satisfactory manner; and (2) confirms Client's agreement to the terms stated below.  Client Signature <input style="width:90%;" type="text"/> Date <input style="width:90%;" type="text"/> Title <input style="width:90%;" type="text"/> Telephone # <input style="width:90%;" type="text"/>		
Monday	<input type="text"/>								
Tuesday	<input type="text"/>								
Wednesday	<input type="text"/>								
Thursday	<input type="text"/>								
Friday	<input type="text"/>								
Saturday	<input type="text"/>								
Sunday	<input type="text"/>								
I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Client.				Straight Time <input style="width:20%;" type="text"/>					
Employee Signature <input style="width:90%;" type="text"/>				Over Time <input style="width:20%;" type="text"/>					
				Double Time <input style="width:20%;" type="text"/>					

## Client Agreement

The individual signing this timecard is an authorized representative of the client and hereby certifies that the hours worked as indicated on the timecard are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that Atterro expends considerable effort and incurs substantial expense to recruit, screen, test and train its employees. We also understand that persons placed at our company through Atterro are Atterro's employees. Should you (the client) decide that an Atterro employee is qualified for employment with your company, please contact Atterro. Atterro will be happy to explain its fee structure which takes into consideration the length of time for which the employee has been assigned to you, the nature of the position, and the volume of business you conduct with Atterro. Atterro is confident that we can reach a mutually advantageous agreement. However, by your (the client) signature you acknowledge your understanding and agreement that 1) you (the client) may not hire any person assigned to you from Atterro without written permission from Atterro 2) you (the client) may not transfer any person assigned to you from Atterro to the payroll of any other temporary agency or company or allow any person assigned to you from Atterro to work at your company for a period of 180 days from the last date at which s/he was assigned to you through Atterro. We (the client) acknowledge that if we breach the above terms, we will pay Atterro a settlement fee equivalent of the greater of \$1,500 or 1% per thousand dollars of the person's annual salary up to a maximum of 30% of annual salary.

We understand that the supervision of the assigned Atterro employee for the agreed upon duties is our (the client) responsibility.

We agree not to authorize any Atterro employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's Release Form supplied by Atterro. We agree to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by an Atterro employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

We agree not to advance or entrust an Atterro employee with cash, negotiable instruments or other valuable property without prior written permission from Atterro. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by an Atterro employee while handling cash, negotiables or other valuables.

Under no circumstances will Atterro or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to Atterro within ten days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim.

We further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposures to hazardous substances, and to insure that Atterro employees use any protective equipment necessary to perform assignment safely.

This Atterro employee is compensated on a weekly basis; therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. We will be billed for the hours shown on this timecard at the agreed upon rate. Overtime hours will be billed at either one-and-one half or two times the straight time billing rate. In the event that we fail to pay the charges of Atterro (whether for temporary services or settlement fee) when due, we (the client) shall pay all late charges @ 1.5% per month, collection and/or litigation costs plus reasonable attorney's fees.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Atterro or any other employees and agree to indemnify and hold Atterro harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Atterro by reason of our (the client) failure to comply with same.