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DO NOT ADD HOLIDAY OR VACATION PAY INTO HOURS WORKED

CLIENT NAME		WEEK ENDING SATURDAY					
		MONTH	DAY	YEAR			
WORKSITE ADDRESS		CITY, STATE					
WORKSITE PHONE NUMBER							
EMPLOYEE NAME							
SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY)							
EMPLOYEE SIGNATURE							
IMPORTANT FOR EMPLOYEE: By execution of this form, employee agrees to terms and conditions on next page and certifies that this form is true, accurate, complete, and that no injuries were suffered during the work performed.							
DAY	DATE	HOURS TO NEAREST QUARTER HOUR					
		STARTED	FINISHED	LESS LUNCH	REG HOURS	OT HOURS	
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							
				REGULAR		OVERTIME	
				HRS	MIN	HRS	MIN
CLIENT: PLEASE WRITE TOTAL AMOUNT OF HOURS IN WORDS TO NEAREST QUARTER ABOVE.				TOTAL HOURS:			
PLEASE PRINT NAME (CLIENT):				TITLE:			
AUTHORIZED SIGNATURE CLIENT: X				IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? YES NO			
IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. PLEASE DRAW A LINE THROUGH UNUSED SPACES ABOVE.							

CLIENT INFORMATION

Client named on the reverse side, or their representative, hereby agrees that the Temporary Personnel Service named on the reverse side (hereinafter called "Contractor"):

- (1) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner (*MINIMUM FOUR [4] HOURS UNLESS OTHERWISE AGREED TO BY CLIENT AND CONTRACTOR).
- (2) Client confirms the prior agreement between Contractor and Client with respect to the services performed hereunder and any future services.
- (3) Client has not and shall not in the future without prior written permission from Contractor in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time Client placed the job order.
- (4) Contractor's insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4 (ii) above.
- (5) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after occurrence.
- (6) Contractor is not responsible for claims for damage to property within Contractor's or Employee's care, custody and control.
- (7) In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.
- (8) Client accepts the obligation to discuss all matters concerning Employee, including, without limitation, Employee's job assignments, and wages and payroll procedures with Contractor and not with Employee directly.
- (9) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

EMPLOYEE INFORMATION

- (1) When recording the time worked, report all time to the nearest ¼ hour (15 minutes = 0.25; 30 minutes = 0.50; 45 minutes = 0.75).
- (2) Ensure that hours are added and totaled correctly. NAI can not guarantee that time sheets with incorrect hours will be processed on time.
- (3) Ensure that time sheets are completed in full. NAI can not guarantee that incomplete time sheets will be processed.
- (4) If you work at a government location and qualify for paid holidays, do NOT write those hours on your time sheet. Write HOLIDAY for that particular day and leave the hours blank. Payroll will incorporate your holiday pay automatically.
- (5) If you use paid vacation time, write VACATION for the appropriate day(s) and do NOT list those hours on the time sheet. Payroll will incorporate your vacation pay automatically based on the paid leave request you submitted.
- (7) Your lunch period will be determined by your supervisor to whom you are assigned. If you work over 6.5 hours in one day you are required to take a ½ hour (minimum) lunch.
- (8) If you are late or absent from work contact your recruiter at NAI as early as possible. In addition, please contact your worksite supervisor.
- (9) Once your assignment has been completed, contact NAI if you are interested in future assignments. In some cases, unemployment claims can be denied if you do not notify NAI of your availability.
- (10) Please scan and email your approved (with client signature) timesheet to timesheets@naipersonnel.com and copy your worksite supervisor as well as your NAI recruiter.