


www.axiomstaffing.com

EQUAL OPPORTUNITY EMPLOYER

TIMESHEETS DUE TO YOUR BRANCH NO LATER THAN 10 AM ON MONDAY**BRANCH FAX NUMBERS**

VININGS:	770.333.6615	JACKSONVILLE:	904.565.2632
LAWRENCEVILLE:	770.817.2222	GREENCASTLE:	717.643.1474
KENNESAW:	678.718.1017	KUBOTA (KIE):	855.299.4588
FLOWERY BRANCH:	678.866.8120	COMMERCE:	706.520.1098
ROSWELL:	678.638.1999	SHIPPENSBURG:	717.300.7187
WINCHESTER:	540.722.2146	SAVANNAH:	912.348.3350
MARTINSBURG:	304.267.9069	HANOVER:	717.634.2549
LOCUST GROVE:	470.440.3335		

NEW ADDRESS - PLEASE INFORM YOUR BRANCH IMMEDIATELY!

SOCIAL SECURITY NUMBER

WEEKENDING SUNDAY

XXX	XXXX	
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EMPLOYEE NAME

BRANCH

IMPORTANT FOR EMPLOYEE: I AGREE TO TERMS AND CONDITIONS ON REVERSE SIDE; CERTIFY THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES, INCIDENTS OR NEAR MISSES WERE SUFFERED.

EMPLOYEE SIGNATURE

X

HOURS ROUNDED TO THE NEAREST QUARTER HOUR

0-7 MIN = .00 8-22 MIN = .25 23-37 MIN = .50 38-52 MIN = .75 53-60 MIN = 1.00

DATE	DAY	START TIME	LUNCH (-)	FINISH TIME	TOTAL
	MON				
	TUES				
	WED				
	THUR				
	FRI				
	SAT				
	SUN				
\$				TOTAL HOURS FOR WEEK	
Miscellaneous Expense for					

IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT, HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM.

Client Signature _____

Title _____ Dept. _____

Company Name _____

FOR OFFICE USE ONLY

BRANCH#:		TOTAL HOURS:	
PROCESSED BY:		BILLING HOURS:	
WEEKENDING:		MISC.	

An AXIOM STAFFING GROUP employee:

- Arrives punctually, approximately 10 minutes before start time, is dressed appropriately, and is prepared to begin working.
- Is free of the influence of alcohol and/or drugs while on an assignment.
- Adheres to the customer's lunch and break times.
- Informs the AXIOM STAFFING GROUP branch immediately if: he/she will be late to an assignment; due to illness or emergency; is unable to be at work; it is necessary to leave an assignment prior to the intended end date.

Please note: It is mandatory to notify the AXIOM STAFFING GROUP branch office during the hours of 8 a.m. to 5:30 p.m. In addition a TWENTY-FOUR (24) hour voice mail system is available at each branch for after hours notification.

- Contacts AXIOM STAFFING GROUP branch office when any of the following is requested by the customer: overtime, changes in job duties or responsibilities from original job description, extension or end to an assignment, and/or change of status from a temporary to direct hire position.
- Provides weekly customer approved and signed original timesheet verifying accurate hours by each Monday at 10 a.m. and understands that this is required in order to be paid the following Thursday.
- Agrees to work safely and notifies AXIOM STAFFING GROUP branch office immediately of an on-the-job injury or accident or has witnessed an injury or incident.
- Understands that failure to notify AXIOM STAFFING GROUP of any injuries prior to signing timecard could result in disciplinary action and jeopardize worker's comp benefits.

CUSTOMER AGREEMENT

The individual signing this time sheet and Customer Agreement is an authorized representative of Customer and hereby certifies that the hours worked by the referenced temporary employee ("Axiom Employee") are true and correct and the work was performed in a satisfactory manner.

The supervision of Axiom Employee for the agreed upon duties is Customer's responsibility, and Customer properly supervised Axiom Employee at all times. Customer may be billed at a different rate if Axiom Employee is assigned different duties.

Without the prior written consent of Axiom, Customer will not authorize Axiom Employee to operate heavy machinery or motor vehicles (whether or not licensed for road use). No insurance is afforded by Axiom for physical loss or damage to Customer's machinery, equipment, material, and any motorized vehicle (whether or not licensed for road use) in the care, custody, or control of Axiom Employee, and Axiom shall not be liable for any physical loss or damage to said property caused by Axiom Employee. In addition, Customer accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of Axiom Employee's operating such machinery, equipment, material, or vehicles.

Customer will not entrust Axiom Employee with the care, custody, or control of cash, negotiables, valuables, or other similar property.

Because Axiom Employee is compensated on a weekly basis, Customer will be billed by Axiom for utilization of Axiom Employee on a weekly basis. Payment will be due upon receipt of the invoice from Axiom. Customer will be billed for the hours shown on the time sheet at the agreed upon billing rate, and overtime hours (hours worked by Axiom Employee in excess of 40 hours per week) will be billed at one and one-half times the agreed upon billing rate. If Customer fails to pay invoices from Axiom when due (whether for temporary services, employment fees, or otherwise), Customer shall pay all collection and/or litigation costs, plus reasonable attorneys' fees and statutory interest.

If Customer (or any affiliate or subsidiary of Customer) desires to hire Axiom Employee within six (6) months from the date on this time sheet, Customer will immediately notify Axiom, and Axiom Employee will remain on Axiom's payroll and billed to Customer at the agreed upon billing rate for a minimum period of sixteen (16) weeks from the date of notification. Thereafter, Customer may employ Axiom Employee. Further, Customer will not allow, facilitate, or encourage any recruitment of Axiom's Employees (provided to Customer by Axiom) by any other employer.

Customer is in compliance with all laws, rules, and regulations of duly constituted governing bodies and agrees to indemnify and hold Axiom harmless from any and all damages, claims, suits, or other causes of action which may arise or be asserted against Axiom by reason of Customer's failure to comply with same.

Customer shall not hold Axiom liable for damages arising out of any act or omission committed by Axiom Employee, and Customer shall assume full responsibility for determining that Axiom Employee's qualifications, experiences, and references are suitable for the Customer's employment staff. Customer further agrees to indemnify and hold Axiom harmless for any and all damages, claims, suits, and other causes of actions asserted against Axiom resulting from any act or omission committed by Axiom Employee in connection with Customer's utilization of Axiom Employee.