



Weekly Timecard

Fax this original timecard to our office @ (913) 312-2304. Timecards are due **no later than noon on Tuesday**.
If you need additional timecards, they can be printed from our website at www.synergystaffingkc.com.

Employee Information

Employee Name: _____

Client Company: _____ Date: _____

Is your assignment complete? Yes No Your Paycheck Mailed Picked-up If you opted for direct deposit, then check neither.

I hereby certify that this timecard is true and that I sustained no injuries during the assignment.

Employee Signature: _____ Print Name: _____

Week Ending: ____/____/____	Date	Time In	Time Out	Less Lunch	Daily Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Hours for the Week

Client Approval

The undersigned, a duly authorized representative of the above company, hereby certifies that the above total hours are correct and all work was satisfactorily performed. We authorize Synergy Staffing Services, LLC to bill our company for the same. We agree to the Terms and Conditions set forth below.

Client Signature: _____ Print Name: _____ Date: _____

Terms & Conditions

The Synergy Staffing Services, LLC employee is compensated on a weekly basis; therefore, the Client will be billed weekly. Payment will be due upon receipt of the invoice. The Client will be billed for the hours shown above at the agreed upon rate. Overtime will be billed one-and-one half times the straight billing rate. In the event that the Client fails to pay the charges of Synergy Staffing Services, LLC (whether for temporary services or hiring conversion fee) when due, the Client shall pay late charges at 1.5% per month until paid in full, collection and/or litigation costs plus reasonable attorney fees.

The Client understands that the temporary help supplied by Synergy Staffing Services, LLC is the result of substantial expense and effort on the part of Synergy Staffing Services, LLC in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, the Client agrees that if any employee named herein is employed by Client, its associates or affiliates, either directly or through any other temporary service company (including but not limited to as a salaried employee or as an independent contractor) during the temporary assignment or within 12 (twelve) months after the temporary assignment, Client hereby agrees to pay Synergy Staffing Services, LLC a hiring conversion fee equivalent to Synergy Staffing Services, LLC permanent placement fee of 1% per thousand dollars of annual salary up to a maximum of 30% of annual salary. Once Client's account is current, the employee will be released with no further fee.

The Client understands that the supervision of the assigned Synergy Staffing Services, LLC employee for the agreed upon duties is Client's sole responsibility. Client agrees not to authorize any Synergy Staffing Services, LLC employee to operate any motor vehicles, automotive or truck equipment. Client agrees to accept full responsibilities for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by a Synergy Staffing Services, LLC employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

Client agrees not to advance or entrust a Synergy Staffing Services, LLC employee with cash, negotiable instruments or other valuable assets or property without prior written permission from Synergy Staffing Services, LLC. Without such prior permission, Client accepts full responsibility for any loss or liability caused or incurred by a Synergy Staffing Services, LLC employee while handling cash, negotiable instruments or other valuable assets or property of Client.

Under no circumstances shall Synergy Staffing Services, LLC or its insurers be responsible for any claims of employee dishonesty or employee misconduct. Client hereby warrants that it is in compliance with all applicable laws, rules and regulations relating to the employment of the employee, and agrees to indemnify and hold Synergy Staffing Services, LLC harmless from any and all damages, including reasonable attorney fees, claims, suits, demands, judgments or other causes of action which may arise or be asserted against Synergy Staffing Services, LLC, arising out of or related in any manner to the employee's rendering of any work, labor or services on behalf of Client at any time or Client's failure to comply with the law or regulation relating to employee's relationship with Client.