



Email Timecard to: Timecards@csr-jobs.com

Fax Timecard to: 503-665-4540

EMPLOYEE NAME _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

WEEK ENDING DATE (ALWAYS SUNDAY)

Month	Day	Year
<input type="text"/>		

ASSIGNMENT STATUS

CONTINUING COMPLETED

CLIENT NAME

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Time In								
Lunch Break								
Time Out								
Total Hours								
Reg Hours								TOTAL
O/T Hours								

EMPLOYEE ADDRESS

IS THIS A NEW ADDRESS?

YES NO

Time In
Lunch Break
Time Out
Total Hours
Reg Hours
O/T Hours
Supervisor
Signature

Employee
Signature

By signing, Client representative approves hours for billing and payment

By signing employee certifies that all information is accurate and complete

The person signing this timecard represents that she/he is the authorized representative of CSR's Client and, as such, hereby states that the hours shown on the front of this timecard are true and accurate and that the work was performed in a satisfactory manner. Client representative further acknowledges the following:

- Client work site complies with all OSHA and other applicable rules and regulations. Client represents that the CSR employees will be/are included in the Client's safety program and/or hazardous materials training.
- The CSR employee is assigned to the client on the basis of a specific job description the duties of which shall not change without prior written consent from CSR.
- CSR assumes no responsibility of liability if a CSR employee handles cash, securities or other valuables without the prior written consent of CSR.
- Client will comply with all applicable federal, state and local discrimination laws, statutes and regulations governing the employment of CSR's employees.
- CSR employees shall not operate or drive any motorized vehicle or operate any machinery (except office machinery) without CSR's prior written consent.
- CSR's employees are compensated on a weekly basis. As a result, the client will be billed weekly. Payment is due upon receipt of the invoice. Client will be billed for all hours shown on the front side of this timecard. Overtime hours will be billed at one and one-half times the straight time billing rate and at double-time where applicable. In the event that the client fails to pay charges when due, Client shall be responsible for and pay all collection and/or litigation cost incurred by CSR, including reasonable attorney's fees.
- CSR has incurred considerable cost and expense to advertise for, recruit, evaluate and retain its Professional Field Associates and employees. In consideration of these services, Client agrees that in the event the employee named on this timecard is employed by the Client, directly or indirectly, within 90 working days from the last day of the employee's assignment with the Client, Client shall pay to CSR a fee of twenty percent (20%) of employee's annual salary.
- Client is responsible if damages result from a CSR employee's performance of any unauthorized activity conducted on behalf of the Client and/or from a breach of these provisions.

It is the Client's responsibility to keep a Client copy of this timecard (electronic or paper) to verify and match against CSR's invoices. Details of these and other terms are contained on our invoice. A copy is available from our offices upon request.

CSR PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER