

PBSI EMPLOYEE NAME:								TIME FOR WEEK ENDING / / (Saturday)
Place an "X" in days not worked	SUN / /	MON / /	TUE / /	WED / /	THUR / /	FRI / /	SAT / /	Supervisor's Initials to Approve Overtime:
START								
END								REGULAR:
LESS LUNCH								OVERTIME:
DAILY TOTAL								WEEKLY TOTAL:
<p>PBSI Client Certification: I certify that the hours documented by Employee on this timesheet agreement were approved and worked satisfactorily by Employee, that I have read and agree to all the provisions of the timesheet, that I have retained a copy of the signed timesheet agreement, and that I am authorized to sign this timesheet and contract on behalf of my employer.</p> <p>Company: _____</p> <p>Supervisor Name: _____</p> <p>Signature: _____</p> <p>Email: _____</p> <p>Phone: _____</p>				<p>PBSI Employee Certification: I certify that I have worked the hours reported on this timesheet agreement and that I understand timesheet forgery, fraud, theft, or embezzlement may constitute a crime; that my assignment has not been changed; that I have not been asked to perform work that is unsafe or unlawful; that I have not suffered any injury or unacceptable condition of employment during this assignment; that I have not had any discussions or offers of employment with client which I have not reported to my PBSI supervisor. I understand that I must obtain permission from the PBSI account manager before discussing or applying for employment with client and must receive confirmation from the PBSI account manager that client has met all of client's obligations to PBSI before I may begin employment with client.</p> <p>PBSI Employee Signature: _____</p> <p>Email: _____ SS#: _____</p> <p>Home Phone: _____ Assignment Phone: _____</p>				
<p>General Client Provisions: PBSI has spent a substantial amount of time, money and effort advertising, recruiting, screening, testing and training its personnel. These individuals are employees of PBSI. We are pleased to provide client with the services of Employee at the Billing Rate quoted by the PBSI account manager for the assignment. The client signature on this timesheet agreement not only confirms the accuracy of the total hours, but also constitutes the client's consent to the bill rate and acceptance of the terms and conditions of this agreement. Billing Rates & Terms: Billing rates are based on the skill and experience requested for the assignment. If the employee works over 40 hours in any work week, the client will be billed at 1½ times the billing rate for each overtime hour. The client agrees to pay PBSI the customary placement fee if the client hires the employee on a permanent basis. PBSI requires a two-week notice before converting a temporary employees into permanent positions. Client will be invoiced weekly, and INVOICES ARE DUE UPON RECEIPT. All outstanding invoices over 30 days must be paid in order to hire a temporary individual into a permanent position. Service charges will accrue at a rate of 1.5% on all invoices over 31 days. Collection Costs/Attorney Fees: Clients shall pay all costs of collection, including reasonable attorney fees. Venue: Client agrees that any dispute, controversy or claim arising under or in connection with this agreement or its performance by either party shall be decided exclusively by the district court in Bridgeport, Montgomery County, Pennsylvania, or the Court of Common Pleas of Montgomery County, Norristown, Pennsylvania. Supervision & Indemnification: Client agrees that you shall not leave PBSI employees at your premises unattended or permit or authorize them to operate motor vehicles without prior written consent from PBSI. PBSI shall not be responsible for any client claims or damages caused by any employee if you fail to obtain such consent. PBSI shall also not be responsible for any claims not covered by its insurance policy, or for any claims made under the insurance policy unless such claims are reported to PBSI within 30 days of the occurrence. Client shall indemnify and hold harmless from any claims and demands, except workers compensation, arising out of any injuries sustained by PBSI employees resulting from a grossly negligent, negligent, reckless or intentional wrongful act or omission on the part of the client, its agents or representatives, at the premises owned or controlled by you to which PBSI employees are assigned, including those arising out of the Occupational Safety and Health Act as it relates to those premises.</p>								
<p>Client Conversion Fee Provisions for Hiring a PBSI Employee: A transfer fee must be paid by client if employee is hired directly or indirectly within one year from the ending date of the last assignment for any full-time, part-time, temporary, temp-to-hire, or contract position, including any position other than the one originally assigned, or if employee is hired by any department, branch, subsidiary or affiliate of the client. PBSI will discount the placement fee set forth on our Staffing Terms Sheet by \$3.00 for every hour the employee works at the client site.</p>								
<p>Attention PBSI Employees: Timecards must be faxed to PBSI before 12:00 noon on the Monday immediately following the Saturday end date. If timecards are not received by fax by this time, hours will not be processed until the following week. Fax timecards to 410-453-0731 form MD residents or 610-783-1269 anywhere else. Original copies of timecards must be mailed to PBSI immediately. Failure to mail originals will result in a delay of payroll processing. Mail to 9690 Deereco Road, Suite 280, Timonium, MD 21093 for MD residents, all others to 3000 Valley Forge Circle, Suite 3200, King of Prussia, PA 19406.</p>								