



Weekly Time Record

Fax this original timecard to our office at 585.381.1004, or you may email the completed time card to payroll@er-associates.com. Time cards are due no later than noon on Monday.

Week Ending __/__/__	Date	Time in	Time Out	Less Lunch	Daily Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Weekly Total:

Employee Information

Employee Name: _____ Signature: _____
 Client Company: _____ Date: _____
 Employee Phone: _____ Personal Email: _____

Client Approval

Customer agrees to the terms and conditions set forth below. The hours stated above are correct and work was performed in a satisfactory manner.

Client authorized Signature: _____ Client Phone: _____ Date: _____

Terms and Conditions: (Rev. 11/09)

Employee Relations Associates, Inc. (herein called Vendor) does hereby agree to furnish employment services under the **AGREEMENT** set forth herein.

- Customer agrees to pay vendor for said services in U.S.A. dollars in accordance with hourly/salaried rates as established by Vendor from time to time. The Vendor will comply with all applicable federal, state, or municipal laws, regulations, or ordinances, including but not limited to the laws concerning minimum wage or prevailing wage rates. Hourly billing rates are subject to change with 30 days written notice from Vendor.
- Customer is responsible for certifying that the hours set forth on the signed time card or alternate verification method are correct and that the work was performed in an acceptable and satisfactory manner.
- Customer shall provide a suitable work place for Vendor's employees to perform services to be rendered and the work place shall comply with all applicable statutes and ordinances relating to the health and safety codes including the standards imposed by the Occupational Safety and Health Act of 1970 for any work to be performed.
- Vendor agrees to hold harmless and indemnify customer, it's officers, agents, employees and representatives from any and all claims, liabilities, demands, fines, penalties and causes of actions ("claims") regardless of legal theory, arising out of Vendor's placement of personnel with Customer, except for claims resulting from the negligence or fault of Customer, its officers, agents, employees or representatives.
- Vendor is not responsible for claims made under its fidelity bond unless such claims are reported in writing to Vendor by Customer in a timely manner. Customer shall not entrust Vendor's employees with unattended premises, cash, securities or other valuables without prior approval of Vendor.
- The Customer acknowledges and agrees that the person(s) assigned by Vendor are employees of Vendor and agrees not to employ or solicit the employment of any such employee referred by Vendor without first notifying Vendor and complying with the Agreement herein to make suitable arrangements. It is understood and agreed that the Customer will pay a recruiting/administration fee in the event any employee referred by vendor is hired within a one-year period by the Customer directly, or indirectly through a third party lease agreement, in accordance with the fee schedule on file.
- Customer agrees to terms of NET DUE UPON RECEIPT OF INVOICE, and understands that unpaid accounts for undisputed amounts will be considered in default after thirty (30) days, after which Vendor reserves the right, at its sole discretion to impose a late/default charge of 1 ½ % per month, on unpaid balances (ANNUAL PERCENTAGE RATE OF 18%) or the maximum legal interest rate. In the event a court determines Customer violated its payment obligations herein, Customer agrees to pay the default charge together with reasonable attorney's fees and costs incurred in the act of collection, in addition to the amounts originally due.