



Akron PH: (330) 374-9133
Mentor PH: (440) 974-0800
www.hartmanpersonnel.com

Fax to 440-974-0906 or email to accounting@hartmanpersonnel.com

Please fax or email completed and approved timesheets (no cover page) by 5:00 p.m. Monday.
(Retain Fax Transmission Receipt. Due to volume we are unable to verify receipt of faxes sent to us.)

Employee Name	
Last:	First:
ASSIGNMENT COMPLETE <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CALL OFFICE)	Work Week Ending Date (Saturday)
Client Company Name	Client Company Address
Client Supervisor Name	Client Company City

HOURS TO THE NEAREST QUARTER HOUR

DAY	DATE	START	FINISH	LESS LUNCH	REG. HOURS	OVERTIME HRS.
SUN						
MON						
TUES						
WED						
THU						
FRI						
SAT						

*Minimum four (4) hours per day

Misrepresented time is punishable by law

REGULAR HOURS	OVERTIME HOURS

MUST BE APPROVED BY SUPERVISOR

Employee Certification: I hereby certify that the hours shown were worked by me during the week designated and were approved by an authorized client representative. I understand that I am to contact the HPS office after completing this assignment to discuss another assignment and, if I do not do so, HPS may assume that I am no longer available for work.

Client Company Representative Certification:

By signature below, the client representative certifies that he/she has read, understood and agreed to the conditions of this document and is authorized to approve time worked.

Employee Signature (I read and understand the Employee Certification above)

Client Company Representative Signature

Date

Print Name

Dept.:

Date:

HPS / Client Agreement

Client's signature, hereby agrees to Hartman Personnel Service's (HPS) terms and conditions as follows:

- HPS incurs substantial recruiting, screening, administrative and marketing expense in connection with the assigned "Employee". Client, or affiliate of client, agrees to pay the full placement fee to Hartman Personnel Services if a candidate is hired within 12 months (1 year) from the date candidate was referred. A referral is defined as any introduction of a candidate through temporary assignment, or submission of an identifiable resume with or without a scheduled interview. Fee schedule is available upon request.*
- Client certifies that the time set forth as hours worked is correct, and that the work was performed in a satisfactory manner.
- Client has not and shall not in the future without prior written permission from HPS in each instance: (a) entrust HPS' Employee with unattended premises, cash, negotiable instruments, valuables or authorize Employee to operate machinery or motor vehicles; (b) assign Employee to perform work other than what was described at the time client placed the job order; (c) permit, instruct or allow the Employee to perform medical invasive treatment of any nature.
- HPS is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to HPS in writing by Client within 30 days after occurrence.
- HPS is not responsible for claims for damage to property not within HPS' or Employee's care, custody and control.
- In the event of Client's non-payment of HPS' invoices, Client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs.
- Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedure with HPS, and not with Employee directly.
- Client shall indemnify and hold HPS, its subsidiaries, affiliates and agents, as the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA, EEO, immigration laws and harassment.

* May not apply to Payrolled Employees