EXACTSTAFF®
precision in personnel

CORPORATE OFFICE: 21031 VENTURA BLVD. • SUITE 501 • WOODLAND HILLS, CA 91364
(818) 348-1100 • FAX (818) 348-4949 • www.exactstaff.com

CUSTOMER NAME / *NOMBRE DEL CLIENTE*	WEEK ENDING **SUNDAY** / *TERMINADO EL **DOMINGO***
ADDRESS / *DIRECCION*	
REPORT TO / *A QUIEN SE REPORTO*	

I hereby certify that these hours and fates are correct, I have taken all required meal and rest breaks for the hours worked under this time-card, and that no injuries were suffered and I have no unreported injuries or illnesses. I understand that timecards must be completed and received by 3:00 PM on Monday. I understand that when this current assignment ends, it is my responsibility to contact my Exact Staff supervisor for reassignment. Failure to do so may be considered my voluntary resignation.

Yo certifico por este medio que estas horas y fechas están correctas, yo he tomado todos los recesos requeridos de la comida y de descanso para las horas trabajadas debajo de este tarjeta de tiempo, y que no se sufrieron ningunas lesiones y no tengo ningunas lesiones o enfermedades no denunciadas. Entiendo que las tarjetas de tiempo deben de estar completas y entregadas a mas tardar las 3:00 PM el dia Lunes. Entiendo que cuando se termine este trabajo actual, es mi responsabilidad de contactar a mi supervisor de Exact Staff para el sigutente trabajo. Al no hacerlo será considerado mi resignacion.

EMPLOYEE NAME (PLEASE PRINT) / *NOMBRE DEL EMPLEADO*
SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY) / NÚMERO DE SEGURO SOCIAL (4 últimos dígitos SOLAMENTE)
X X X – X X –
EMPLOYEE SIGNATURE / *FIRMA DEL EMPLEADO*

THIS TIME CARD MUST BE COMPLETED AND IN YOUR EXACT STAFF OFFICE BY 3:00 PM MONDAY. TO ENSURE THAT YOU ARE TIMELY PAID.

ESTA TARJETA DE TIEMPO DEVE DE SER ENTRGADA A SU OFICINIA DE EXACT STAFF NO MAS TARDAR DE LUNES A LAS 3:00 PM.

DAY	DATE	STARTED	FINISHED	START LUNCH	END LUNCH	REG HOURS	O.T. HOURS
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							

MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY	REGULAR		OVERTIME	
	HRS	MIN	HRS	MIN
IMPORTANT FOR CUSTOMER: BY EXECUTION OF THIS FORM, CUSTOMER CERTIFIES THEY ARE AN AUTHORIZED REPRESENTATIVE OF THE COMPANY, HOURS SHOWN ARE CORRECT, WORK WAS DONE SATISFACTORILY, AND THAT CUSTOMER AGREES TO THE TERMS AND CONDITIONS ON REVERSE SIDE OF THIS FORM. ***PLEASE DRAW LINE THROUGH UNUSED SPACES ABOVE.***	**TOTAL HOURS**			
PLEASE PRINT NAME (CUSTOMER)	TITLE			
AUTHORIZED SIGNATURE (CUSTOMER) X	IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT?		❑ YES	

Exact Staff is available 24/7 - 365 days a year by calling your branch office.

Exact Staff incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee named above. Customer agrees that if Customer hires Employee within one year of this date, without agreement from Exact Staff, Customer will pay Exact Staff's standard conversion fee of 1% per thousand to 25% of employee's annual wage.

Exact Staff reserves the sole right to establish wages and fringe benefits of its employees and assumes responsibility for payment of such compensation, withholding and payment of all required payroll taxes, workers' compensation and other statutory benefits, except where specifically imposed by law on Customer.

The customer named on the reverse side or their representative (herein referred to as "Customer") will exercise good judgment and management relating to the day-to-day supervision and training, specifically tailored to the specific job requirements of Exact Staff's employees assigned to Customer's work site, including all safety and hazardous materials training.

Customer will maintain its premises and work areas in compliance with all applicable laws, regulations, and ordinances, and provide a safe, non-discriminatory, non-hostile work environment. Customer will further comply, at its own expense, with the directives of Exact Staff's workers' compensation carrier, or any governmental agency as they relate to changes in the workplace that are intended to pro-vide a safer work environment for Exact Staff's employees. This includes the Cus-tomer providing and/or ensuring use of personal protective equipment and clothing as required by law or as deemed necessary by Exact Staff or Exact Staff's workers' compensation insurer. Exact Staff and its workers' compensation carrier shall have the right to inspect Customer's premises at any time to ensure that a safe workplace is being provided Exact Staff's employees. Customer agrees to indemnify, defend and hold harmless Exact Staff from any and all losses, liability, expenses (including court cost and attorney's fees), and claims for damage of any nature whatsoever, which Exact Staff may incur, suffer, become liable for, or which may be asserted or claimed against Exact Staff as a result of Customer's material breach of any of its obligations under the agreement or because of any alleged violation by Customer of any federal, state, or local laws, including OSHA, EEOC, DFEH, immigration laws, civil rights law and other employment laws including the National Labor Relations Act or because of any acts, alleged acts, omissions or alleged omissions by Cus-tomer's employees or officers.

Customer acknowledges and agrees that Exact Staff employees are not allowed to operate a vehicle of any kind for Customer's benefit or at the request of Customer. Customer agrees to accept full responsibility for any bodily injury, property damage, fire, theft, collision or public liability claim arising from an Exact Staff employee being asked by Customer, or one of its supervisory employees, to operate machinery or equipment, or drive a vehicle, whether owned by Exact Staff's employee or owned or rented by Customer. Customer agrees not to allow Exact Staff's employee to work offshore, on or above water, in or under the ground, in the air or outside of the State without Exact Staff's express written consent. Customers will not relocate or change the assignment or job duties of an Exact Staff employee without prior approval of Exact Staff.

Customer understands and agrees that Exact Staff provides employees to work under Customer's direct management and supervision, and thus Exact Staff has no control over and assumes no responsibility for Customer's supervision, internal security systems, or other internal safeguards. Accordingly, Customer agrees to assume sole and complete responsibility, and hold Exact Staff harmless, for any losses or claims that result from an Exact Staff employee's theft or loss of any equipment, merchandise, cash, securities, or any other items of value, or from damages to any property, person, or third parties whatsoever caused by Exact Staff employees. Similarly, Customer agrees to assume complete responsibility and hold Exact Staff harmless for any losses or claims that result from Exact Staff employees having been entrusted by Customer with any property, person or premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables. Customer agrees to properly supervise the work of any Exact Staff employee assigned to work with Customer.

Customer understands that Exact Staff does not maintain errors and omissions coverage, or other professional liability insurance, on any employees that it provides to Customer. Customer agrees to review and approve all work performed by the employee prior to accepting the work. Customer agrees that it will assume sole and complete responsibility, and hold Exact Staff harmless, for any and all losses or claims that result from an Exact Staff employee's work, rendering a professional opinion or committing any other alleged error or omission in the performance of his/her duties for Customer. Customer agrees to indemnify, defend and hold harmless Exact Staff, its subsidiaries, affiliates, and agents, including the employer of record, from and against all losses, liability, expense (including court costs and attorney's fees), and claims for damage of any nature whatsoever which Exact Staff may incur, suffer, become liable for, or which may be asserted or claimed against Exact Staff as a result of the acts, errors, or omission of Exact Staff employees while performing services for Customer.

Customer waives any claims against Exact Staff unless such claims are reported to Exact Staff in writing by Customer within 30 days after the occurrence.

Customer agrees to terms of NET upon RECEIPT and in the event of Customer's non-payment of Exact Staff's invoices, Customer agrees to be responsible for all collection expenses, including attorney's fees, interest at the rate of eighteen percent (18%) per annum and court costs.

Customer agrees not to directly or indirectly cause or permit any Exact Staff Employee assigned to Customer by Exact Staff to transfer to another entity's payroll, or to perform services for Customer while on the payroll of any person or firm other than Exact Staff during the term of the Exact Staff Employee's assignment to Customer and for 365 days after such employment ends. Customer further agrees that if Customer refers any Exact Staff Employee to any other entity or refers any other entity to any Exact Staff Employee during the term of the Exact Staff's Employee's assignment to Customer and for 365 days after such employment ends, and said entity hires the Exact Staff Employee, Customer will be liable for and will pay to Exact Staff the Exact Staff standard conversion fee for that Employee of one percent per thousand to twenty-five percent on Employee's annual wage.

Customer accepts the obligation to discuss all matters concerning Exact Staff's employee, including without limitation, employee's job assignments, wages and payroll procedures with Exact Staff and not with the employee directly.

The parties agree that California law applies to this Agreement and that jurisdiction and venue for any action regarding this agreement shall lie exclusively in the state and federal courts located in Los Angeles County.

EMPLOYEE INFORMATION

1. **Overtime.** You are permitted to work overtime only if the Customer requests and approves such work. Approval must also be obtained from us before overtime can be authorized. Working unauthorized overtime is a violation and may lead to disciplinary action.
2. **Meals/Breaks.** Your meal period will be determined by the supervisor to whom you are assigned. An employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than 30 minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by the mutual consent of both the employer and the employee. An employer may not employ an employee for a work period of more than 10 hours without providing the employee with a second meal period of not less than 30 minutes, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and the employee only if the first meal period was not waived. An employer must provide rest breaks of 10 consecutive minutes for every 4 hours worked (or major portion thereof) occurring near as possible to the middle of the work period.
3. **Your Paycheck.** It is your responsibility to review your paycheck and contact Exact Staff in the event the check does not reflect all hours worked and your meal breaks.
4. **Absence/Tardy—Call Us At Once.** We will contact the Customer. When you are late, or cannot work the prescribed hours, or if you won't be able to report to work, call us.
5. **Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work and you have voluntarily resigned.