



EMAIL YOUR APPROVED TIMECARD BY MONDAY AT 12 NOON TO ENSURE PROMPT PAYMENT. EMAIL TO CHILL@NEWCONCEPTSTAFFING.COM

(925) 939-3737

NEW CONCEPT EMPLOYEE:	
EMPLOYEE SIGNATURE:	WEEK ENDING: (SUNDAY DATE: mm/dd/yy)

ENTER DATES →	DATE		DATE		DATE		DATE		DATE		DATE		DATE	
	MON		TUES		WED		THURS		FRI		SAT		SUN	
	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.
TIME IN														
LUNCH OUT														
LUNCH IN														
TIME OUT														
TOTAL STRAIGHT TIME														
TOTAL OVERTIME														

STRAIGHT TIME		OVERTIME	
HRS	MIN	HRS	MIN

SUPERVISOR'S SIGNATURE

SUPERVISOR'S PRINTED NAME

CLIENT/COMPANY NAME

CLIENT: BY SIGNING THE EMPLOYEE'S TIMECARD, THE CLIENT ACKNOWLEDGES THE HOURS SHOWN ARE CORRECT AND AGREE TO BE BOUND BY THE TERMS OF THE CONDITIONS OF ASSIGNMENT AS STATED BELOW:

EMPLOYEE'S RESPONSIBILITY: EXECUTION OF TIMECARDS ARE THE EMPLOYEE'S RESPONSIBILITY. HE/SHE CANNOT BE PAID UNLESS THE TIMECARD IS APPROVED AND SIGNED BY THE EMPLOYEE AND THE CLIENT. THE EMPLOYEE HEREBY CERTIFY THE TIMECARD IS TRUE AND ACCURATE AND IF THE EMPLOYEE SUSTAINED INJURIES DURING THIS ASSIGNMENT, THE EMPLOYEE ACKNOWLEDGES THAT IT IS HIS/HER RESPONSIBILITY TO IMMEDIATELY NOTIFY THEIR SUPERVISOR ON ASSIGNMENT AND NEW CONCEPT STAFFING SERVICES.

Conditions of Assignment: For the service of our employee, whose name appears on the TIMECARD, New Concept Staffing Services will invoice the "Client" as agreed. Legally required overtime will be billed at the same multiple as is required to be the employee (e.g., one and one-half times the billing rate for overtime that must be paid at time and a half).

TEMPORARY ASSIGNMENTS ARE BILLED FOR A MINIMUM OF FOUR (4) HOURS.

The billing rate charges is determined based on the amount of experience necessary to do the assignment and not the amount of experience of the employee. Should you wish to use our employee for other assignments, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Please call New Concept Staffing Services for any adjustment in the hourly rate.

Our employee is assigned to you under the following Conditions of Assignment:

- The person assigned is an employee of New Concept Staffing Services and shall not be deemed to be your employee. You agree that New Concept Staffing Services has incurred (and will continue to incur expenses in acquiring and maintaining its staff of temporary employees. New Concept Staffing Services warrants that its employee is adequately covered by worker's compensation insurance and that it assumes total responsibility to pay all applicable federal, state, and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll charges.
- New Concept Staffing Services guarantees your satisfaction with our employee's services by extending to you a one-day (4 hour) guaranteed period if for any reason you are dissatisfied with the employee assigned to you; New Concept Staffing Services will not charge for the first 4 hours worked, provided that New Concept Staffing Services replaced the individual assigned. Unless you contact us before the end of the first four hours, you agree that our employee assigned is satisfactory and further agree to these conditions of assignment.
- Our employees will present a timecard to our or your representative for verification and signature, approving the hours worked within the workweek. Your signature thereon indicates your acknowledgement of all the Conditions of the Agreement. Compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because New Concept Staffing Services invoices reflect payroll we have already paid; our invoices are due upon receipt.
- Our employee is only authorized to work on-site at the job location.
- After you evaluate the performance and potential of our employee on the job, you may request to employee him/her directly. Our employees represent our inventory of skilled professionals and in the event, you want to convert them to your employ or another employer to whom you refer them, you agree to pay a conversation fee. The conversion fee calculation is 20% of the candidate's first year's estimated salary less 10% of the billed for employee while on assignment (e.g., 20% of \$20,000 salary is \$4,000).
- The conversion fee is applicable if you hire our employee assigned to our, regardless of the employment classification of either a permanent, temporary (including temporary assignments through another agency) or consulting basis within one (1) year after the last day of the assignment. You also agree to pay a conversion fee if our employee assigned to you is hired by a subsidiary or other related company or business because of your referral of our employee to that company or business.
- You shall contact employees and schedule assignment extensions only through New Concept Staffing Services.
- Supervision of a New Concept Staffing Services employee's work on your premises is your responsibility. Since New Concept Staffing Services is not a professional accounting firm, it is expressly understood that New Concept Staffing Services is not authorized to render an opinion on behalf of us or on your financial statements, not is the employee authorized to sign the name of New Concept Staffing Services employee's own name on financial statements or tax returns while on a New Concept Staffing Services assignment.
- It is understood that we will not authorize a New Concept Staffing Services employee to operate machinery (other than office machines) or automotive equipment unless the Client verifies and confirms the employee is insurable through their insurance policy. It is agreed the client accepts full responsibility for bodily injury, property damage, fire, theft, collision, or public liability damage claims, any of which may be caused because of an accident while a New Concept Staff Service employee is driving the client's vehicle whether owned or rented.
- Under no circumstances will New Concept Staffing Services or its insurers be responsible for any claims of employee dishonestly or misconduct unless such claims are reported to New Concept Staffing Services within ten (10) days of the occurrence, and you fully cooperate in the investigation and prosecution of such claim.
- A New Concept Staffing Services employee may not handle cash, negotiables, or other valuables without the prior written consent of New Concept Staffing Services and then only under direct supervision. New Concept Staffing Services employees may not, under any circumstances, transport or convey monies, securities, or any negotiable instruments (including, but not limited to delivering bank deposits to a bank or other financial institution).
- You agree not to advance cash or valuable to a New Concept Staffing Services employee and waive any right that you might claim to offset or recoup any such advances made against any amount owed to New Concept Staffing Services.
- It is understood that under no circumstances will New Concept Staffing Services be responsible for claims for work performed unless such claims are reported in writing to New Concept Staffing Services within ninety (90) days after termination of the temporary assignment.
- Unless otherwise prohibited by the law of the state where this placement occurred, in the event you fail to pay the invoices of New Concept Staffing Services when due, as noted on the invoice, then you agree to pay all costs of collection of New Concept Staffing Services, including reasonable attorney's fees, whether suit is initiated.