



PLEASE FAX TO 877-797-9933 BY 12 NOON MONDAYS

SetPoint Consultants Weekly Employee TimeSheet

Weekly Time Sheet with Breaks

Employee name: _____

Client/Company Name: _____

Supervisor/Manager Name: _____

Week starting: _____

Week ending: _____

Round to Nearest 1/4 Hour (:00, :15, :30, :45)

Enter Date mm/dd		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In	Total Hours							
Time Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Meal/ Break						
Time In	Total Hours							
Time Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours Scheduled								0.00

Employee signature _____

Date _____

Manager signature _____

Date _____

Client and Vendor Agreement:

- SetPoint Staffing shall provide the Client with such employees who are qualified to serve in the capacity specified by the Client. Upon prompt notice (within the first three hours of the assignment) from the Client, SetPoint Staffing will not charge for such employee's unsatisfactory service and will attempt to promptly supply a replacement employee. Individuals supplied by SetPoint Staffing to Client are at all times to remain employees of SetPoint Staffing and shall be covered under SetPoint Staffing workers compensation insurance policy.
- Client agrees to release, defend and hold harmless (SetPoint Staffing together with SetPoint Staffing officers, directors, employees, successors and assigns) from and against any claims (including worker's compensation claims), expenses and/or liabilities arising from or in connection with the performance of the employee.
- Client will be billed weekly. Payment is due upon receipt of invoice. Client will be billed for the hours shown on the timesheet at the agreed upon rate. Contractor will be paid overtime in accordance with employment regulations. Client will be billed overtime at 1.5 times the effective bill rate unless specified otherwise in the Client agreement. If the Client fails to pay Vendor when due, Client shall pay all late charges at 1.5% per month, collection and/or litigation costs plus reasonable attorney's fees.
- If Client without written consent of SetPoint Staffing, hires the employee whether directly through the Client company or through another temporary agency or through any agent other than SetPoint Staffing within the first year following the assignment, the Client agrees to pay SetPoint Staffing a standard placement fee of 30% of employee's annual salary.
- The parties agree to arbitrate any dispute concerning this Agreement, other than claims by Vendor or any collection attorney or agency appointed by Vendor for payment under this Agreement, not earlier resolved by informal good faith negotiations. The proceedings shall be binding. The parties will mutually agree upon the arbitrator, or, if they are unable to so agree, they will each select one arbitrator and the two arbitrators so selected shall select a third arbitrator. The arbitrators' decision shall be final and non-appealable and judgment may be entered in any court having jurisdiction. In any adversarial proceeding hereunder, the losing party shall pay the prevailing party's reasonable attorneys' fees and costs as determined by the arbitrators or the enforcing court.