



3100 S. Gessner, Suite 315 • Houston, Texas 77063-3743  
 Payroll Department (713) 974-3895 • Fax (713) 974-5391

**CUSTOMER INFORMATION**

Company Name:			
Report to:			
Week Ending (Saturday)	PO #	Entered	Initials

**EMPLOYEE INFORMATION**

Your Name			
Your Social Security No.			
Available for work	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Returning to assignment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**FILL IN DATES**

**HOURS TO NEAREST ¼ HR.**

	DATE	START	LUNCH START	LUNCH END	FINISH	TOTAL REG HRS	TOTAL OT HRS
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							
<b>TOTAL HOURS</b>						REG	O.T.

How do you want your paycheck distributed?

\_\_\_ MAILED \_\_\_ PICKED-UP \_\_\_ DIRECT DEPOSIT

**EMPLOYEE AGREEMENT**

I have worked the hours and days shown above on assignment for this Customer and these hours were certified by an authorized representative of the Customer. I understand and agree that my timesheet must be turned in by Friday at 5:00 p.m. to be processed for this week's payroll. I understand and agree I must call my Corbett representative if my address changes or if I need to change the check delivery request. **I agree to speak with a Service Coordinator at Corbett Personnel Services, Inc. the next business day and at least (once) weekly after completing each assignment and understand that, if I do not, Corbett may assume that I have chosen to be unavailable for work.** Employee certifies no accident or injury was sustained while working on the assignment unless so noted in the comments section.

Signature of Employee \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**CUSTOMER AGREEMENT**

(This is a binding contract.)

- Except as modified separately in writing, these terms govern Customer's past, current and future temporary assignments, including assignments for which hours are documented on other forms or in other ways. Customer includes all subsidiaries, affiliates, partners, conventures, and subcontractors of the named Customer.
- By signing this form, Customer certified that the hours recorded at left for the designated Corbett employee are correct. Corbett Personnel Services, Inc. ("Corbett") will bill Customer for these hours at agreed rates documented in Corbett's records. When an employee's assignment for Customer, taken alone exceeds 40 hours in a work week, Corbett will bill Customer at 150% of the regular rate for the overtime hours. Customer shall promptly pay Corbett's invoices, finance charges of 1.5% per month on all balances not paid within 30 days after invoice date, any costs of investigating Liquidation Fees and all collection costs.
- Without Corbett's prior written consent, Customer will not entrust Corbett employees with unattended premises, cash, credit cards, check writing materials, confidential or trade secret information, negotiables, keys, or other valuables or let them operate motor vehicles or machinery. All claims, defenses, and costs associated with Corbett employees arising from nonobservance of this section shall be Customer's responsibility.
- Corbett is not responsible for fidelity bond claims not reported to it by Customer immediately upon discovery of the loss.
- Customer will indemnify Corbett and hold it harmless from all claims, defenses, and cost arising from the inherent risks of Customer's business or operation, including without limitation those arising from violations of occupational safety or health laws with respect to Corbett employees assigned to it.
- Customer will pay Corbett a Liquidation Fee for using any Corbett employee at any time during the 180 days after the last assigned work day reported for that employee. "Using" includes:
  - employing the person directly;
  - purchasing the person's services as a temporary, payrolled or leased employee of an organization other than Corbett for substantially the same work as the person's assignment through Corbett;
  - obtaining the person's services through any independent contractor, agency, facility staffing, or consulting relationship with the person; or
  - arranging, suggesting, facilitating, or allowing the person's employment or recruitment by another organization, whether or not the person is later assigned to Customer.
 The Liquidation Fee will be deemed paid if Customer either:
  - continues the person's Corbett assignment for 520 additional work hours;
  - pays Corbett this "1% per thousand" placement fee  

$$\frac{\text{Annualized Pay} \times \text{Annualized Pay}}{\$100,000}$$
  - Or continues the assignment for fewer than 520 additional billable work hours, then pays Corbett a prorated "1% per thousand" fee:  

$$\frac{\text{Annualized Pay} \times \text{Annualized Pay} \times 520 - \text{Add'l Hours Worked}}{\$100,000 \quad 520}$$
 "Annualized Pay" means 2080 times the person's last hourly pay rate on assignment for Customer. We understand that the supervision of the assigned Corbett employee for the agreed upon duties is our (the client) responsibility.

Signature of Duly Authorized Customer Representative \_\_\_\_\_