

Payroll Office
FAX: 705.560.7728

St. John's, NL
FAX: 709.579.0464

Happy-Valley Goose Bay, NL
FAX: 709.896.3868

CLIENT/COMPANY NAME:	
LOCATION:	REPORT TO:

FAX TIMESHEETS TO (705) 560-7728

MONTH	SUN	MON	TUES	WED	THURS	FRI	SAT
START TIME							
LESS LUNCH							
FINISH TIME							
TOTAL (REG.) HRS.							
OVERTIME							

COPY #: (1) OFFICE USE/WHITE (2) EMPLOYEE/YELLOW (3) CLIENT/PINK

CLIENT AUTHORIZES TO BE INVOICED (SUPERVISOR SIGNATURE)

EMPLOYEE NAME:

REG. HRS:	EMPLOYEE SIGNATURE:
OVERTIME HRS:	
TOTAL:	DATE:

IS PLACEMENT COMPLETE? YES NO

IF YES, CALL YOUR RECRUITER IMMEDIATELY.

THE CLIENT ACKNOWLEDGES THAT THE EMPLOYEE HAS PROVIDED WORK UNDER THE TERMS OF THE CONTRACT, SOME OF WHICH TERMS ARE ON THE REVERSE.
NOTE: TIMESHEETS ARE ALSO AVAILABLE ON-LINE AT NFPERSONNEL.COM. ALL TIME HAS TO BE REPORTED EACH MONDAY.

CLIENT AGREEMENT

It is agreed that the individual authorizing this time sheet is an authority on behalf of the client company, and is hereby unconditionally accepting the following terms and conditions.

1. It is understood that it is the client's responsibility to supervise all activities of **Newfoundland Personnel Inc.'s** employees while they are at the clients work sites.
2. The client agrees to supervise the designated employee to ensure that all work is being performed properly and to the expectation of the client. It is understood that the client will not authorize Newfoundland Personnel Inc. employees to operate any machinery, lift trucks or motor vehicles without prior written authorization and consent from Newfoundland Personnel Inc. Each employee must work within the requested description on the work orders.
3. It is understood and agreed that the client will completely insure all the client's buildings, machinery, tools, equipment and vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage and that **Newfoundland Personnel Inc.** and its employees shall have the full benefit and protection of such insurance.
4. It is understood that **Newfoundland Personnel Inc.** or its employees shall not be responsible for any loss or damage, whether physical, economic or consequential to any property owned, leased, or in the custody of the client, including, but not restricted to, mobile equipment, automotive vehicles and trucks, computer software and hardware.
5. It is understood that the client will not entrust **Newfoundland Personnel Inc.** employees with the handling of cash, negotiable, or other valuables without prior written permission from **Newfoundland Personnel Inc.**
6. It is understood that in the event a **Newfoundland Personnel Inc.** employee becomes ill or is injured at the client's place of business, the client is responsible to arrange transportation to the nearest hospital or medical facility. The client will also notify their contact person at Newfoundland Personnel Inc. and complete any necessary documentation necessary to process a claim.
7. It is understood that if the client hires a **Newfoundland Personnel Inc.** employee, there will be a placement or lease fee based on **Newfoundland Personnel Inc.'s** current permanent placement fee schedule. A temporary to permanent transfer may be arranged according to the current temporary to permanent placement fee schedule. This must be discussed with the resource department or the designated sales representative prior to occurrence.
8. It is agreed that a client's signature constitutes full agreement of the hours worked including overtime, and that the work was completed in a satisfactory manner.
9. Clients will be invoiced weekly as per our net 10-day policy. It is agreed that payments are due upon receipt of the invoice. It is further understood that Newfoundland Personnel Inc. may charge interest to all overdue accounts at the rate of 2% per month.

EMPLOYEE AGREEMENT

Any employee signing this time sheet for payment is hereby unconditionally accepting the following terms and conditions and is respected as a field employee.

- 1 The employee understands that **Newfoundland Personnel Inc.** is under no obligation to find the employee work and that work provided may be temporary or as a contract, and as specified.
- 2 It is agreed that the hours submitted for payment are valid and correct and that no banked time will occur.
- 3 It is understood that the employee will not borrow any money's from the client and or its staff and will be responsible for all delinquent debts incurred in the employees name and authorizes any deductions if necessary.
- 4 The employee must supply a signed time sheet by email or fax immediately following the existing pay period and not later than Mondays, 12 noon.
- 5 All employees must have time sheets signed by the client or its authorized representative (**UNSIGNED TIME SHEETS WILL NOT BE ACCEPTED OR PROCESSED FOR PAYMENT**).
- 6 It is understood that the employee will notify Newfoundland Personnel Inc. with proper notice of any reason for not reporting to a placement, including lateness, sickness, injury, or leave of absence. **It is also agreed by the employee that when placed on a specific job with a client, that the employee will commit to fulfilling the length of the work contract.**
- 7 **It is agreed that the employee will contact Newfoundland Personnel Inc. once their placement is complete, and that you will follow and cooperate with all Health and Safety policies, which are posted/available at the Newfoundland Personnel Inc. office.**