

RESOURCE GROUP STAFFING

61 South Main St. • W. Htfd., CT 06107

(860) 561-4970 • FAX: (860) 561-4877



To obtain a blank
timecard go to
www.resourcegroupstaffing.com

Week Ending Sunday ____ / ____ / ____

Temp. Name _____

Co. Name _____

Complete all Columns and Totals.

	Morning		Afternoon.		Time Worked	
	Start	Stop	Start	Stop	Reg. Hrs.	O.T. Hrs.
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
TOTAL WEEKLY HOURS						

Round all hours to the nearest 1/4 hour.

Deduct lunch periods.

I certify the above hours are correct and were worked as stated.

"I agree that for a period of six months after the termination of my assignment as a temporary employee of **Resource Group Ltd.** or its divisions, I will not provide my services to this client directly as an employee or consultant or indirectly as an employee of any other temporary or outsourcing service."

Employee Signature: _____ Date: _____

Please read the information on the right before signing.

Supervisor Signature: _____ Date: _____

Title: _____

Dept. _____

By your signature Customer certifies that Hours shown are correct, work was done satisfactorily; and that the Customer agrees to the following conditions: Being duly authorized on behalf of the above Customer, (1) the undersigned hereby acknowledges that the First Resource Group of CT incurs substantial recruitment, screening, administrative and marketing expenses in connection with the Temporary Employee named. The Customer agrees that, if the Customer should hire the Employee or transfers the Employee to another company or temporary staffing service, or allows the employee to change agents, within six months after our most recent communication relating to such employee, (except for professional, managerial, or technical candidates wherein the referral period is one year) the Customer will pay First Resource Group of CT's standard permanent placement fee of 1 % per thousand capping at 20%. (2) Customer confirms its prior agreement between First Resource Group of CT and Customer with respect to the services performed hereunder and any future services: (a) Customer shall not: (i) entrust First Resource Group of CT employees with unattended premises, cash, securities, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from First Resource Group of CT in each instance; (ii) assign a First Resource Group of CT's employee to perform work not stated at the time of the job order without authorization from First Resource Group of CT; (b) First Resource Group of CT's insurance does not cover loss or damage caused by First Resource Group of CT's employees operating Customer's owned or leased motor vehicle(s), and Customer therefore accepts full responsibility for liability damage sustained or incurred as a result of a First Resource Group of CT employee driving such vehicle(s), or arising out of or involving violation by Customer of paragraph (2) (a) (i) and (2) (a) (ii) above; (c) First Resource Group of CT is not responsible for claims made under its fidelity bond unless such claims are reported to it in writing by Customer within 30 days after occurrence; (d) Customer shall indemnify and save First Resource Group of CT harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Customer and to which First Resource Group of CT employees are assigned. The Customer recognizes First Resource Group of CT's employer-employee relationship with its personnel, and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedure, etc. with First Resource Group of CT.

Payment terms are upon receipt - Four hours free on first day of assignment if client isn't satisfied. Resource Group must be notified of dissatisfaction on first day.