



Employee Time Card

Employee Name

Customer Name

Employee Number

Customer Address

Reports To

	Date	Time In	Time Out	Less Lunch	Reg. Hours	OT Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<i>A 4 hour minimum charge applies per employee per day.</i>				Total Hours		

Employee Signature

Customer Signature

TERMS OF AGREEMENT

The Customer agrees that they will:

1. Present to MSI a full job description, complete with duties, responsibilities and safety requirements for the position.
2. Orientate the employee re: duties, responsibilities, hours of work and safety requirements.
3. Assume full and complete control, direction and supervision of the employee and that MSI will not be held at fault for any omissions by the employee whether deliberate, negligent or otherwise.
4. Refrain from allowing an MSI employee to operate a motor vehicle or other equipment requiring a specific license and/or certification without the consent of an MSI representative.
5. Maintain adequate property damage and public liability insurance on any and all equipment used or in the presence of the employee for losses caused by fire, theft, collision, neglect or otherwise during the course of their assignment.
6. Not forward cash, negotiable items or valuables to the employee without the written consent of an officer of MSI.
7. Sign this time sheet knowing that they are agreeing with the hours of work stated and that a daily minimum charge of four (4) hours applies.

Motivated Staffing (MSI) agrees to:

1. Provide an oral presentation to the employee regarding duties, responsibilities and safety requirements as outlined by the customer.
2. Pay the employee and make source deductions and submissions including EI, CPP, WSIB, EHT, ROE's, T-4's, etc.
3. Invoice the company for regular and overtime hours as mutually agreed upon or per legislative standards.