



To Ensure Your Paycheck, Time Cards **MUST** be Received by **MONDAY** at 9:00 am

**WEEK ENDING SATURDAY**  
 MONTH            DAY            YEAR

Payroll@CareerOptionsllc.com

**YOUR INFORMATION**

FIRST                                  INITIAL                                  LAST

**COMPANY INFORMATION**

COMPANY NAME    DEPARTMENT

COMPANY ADDRESS    CITY    ZIP CODE

SUPERVISOR REPORTED TO:    PHONE

**CLIENT AGREEMENT**

THIS IS A CONTRACT BETWEEN CAREER OPTIONS, ITS CLIENT AND THE SIGNING PARTY. IT INCLUDES CAREER OPTIONS TERMS AND CONDITIONS, READ BEFORE SIGNING

We (the client and signing party) understand that the temporary help supplied by Career Options (the "Temp") is the result of substantial expense on the part of Career Options in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates (including but not limited to as a salaried employee or as an independent contractor) during a temporary assignment or within (12) months after the end of the assignment, we hereby agree to pay Career Options a settlement fee equivalent to the current employment fee schedule. The settlement fee is due and payable upon receipt of our invoice (see below).

We acknowledge that Career Options' employee is assigned on the basis of a particular job description and is not to change duties without Career Options prior approval. We represent that all work sites comply with OSHA (USA), and all other applicable rules and regulations, and that we shall provide to employees and require the use of all protective equipment necessary to perform the assignment safely.

We acknowledge Career Options' employees may not operate or drive any motorized vehicle or operate any machinery (except office machinery) without the written consent of Career Options.

Career Options assumes no responsibility if their employees handle cash, securities or other valuables without prior written consent.

We understand that the supervision of the assigned Career Options employee for the agreed upon duties is our (the client and signing party) responsibility.

We understand and agree that this contract is entered into, and the signing party is transacting business and conducting activity in Columbus, Franklin County, Ohio and we consent to any legal action relating to this contract being brought and maintained in Columbus, Franklin County, Ohio, and client agrees upon default of any above provisions to pay damages and attorney fees incurred by Career Options.

THE INDIVIDUAL SIGNING THIS TIME SHEET AGREES TO BE INDIVIDUALLY, JOINTLY AND SEVERALLY LIABLE FOR ALL AMOUNTS THAT MAY BECOME DUE AND OWING UNDER THIS CONTRACT.

Fee Schedule:  
 30% Annual Salary

ALL OVERTIME MUST BE VERIFIED

**TIME WORKED**

INDICATE HOURS WORKED TO NEAREST 1/4 HOUR (15 MINUTES = .25HRS)

DATE	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL HOURS
<b>TOTAL HOURS</b>				

**EMPLOYEE UNDERSTANDING**

I UNDERSTAND THAT I MUST OBTAIN PERMISSION FROM CAREER OPTIONS, LLC BEFORE I WORK HOURS THAT WOULD BE CONSIDERED OVERTIME. I AGREE TO NOTIFY CAREER OPTIONS, LLC AT THE END OF EACH ASSIGNMENT. IF I FAIL TO DO SO, CAREER OPTIONS, LLC MAY ASSUME THAT I AM NOT AVAILABLE FOR EMPLOYMENT AND I MAY BE INELIGIBLE FOR UNEMPLOYMENT BENEFITS.

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET AND HAVE READ THE INSTRUCTIONS (WITHIN THE CLIENT AGREEMENT). THE UNDERSIGNED ACKNOWLEDGES THAT THE DURATION OF ANY ASSIGNMENT IS NOT GUARANTEED.

MY SIGNATURE CERTIFIES THAT THE TIME REPORTED IS CORRECT AND THAT I WAS NOT INJURED ON THE JOB THIS WEEK OR THE INJURY HAS BEEN REPORTED TO CAREER OPTIONS, LLC. I WILL CALL CAREER OPTIONS, LLC WHEN I AM AVAILABLE FOR WORK.

EMPLOYEE SIGNATURE

X

**CLIENT UNDERSTANDING**

I HAVE READ AND UNDERSTAND AND AGREE TO ACCEPT THE TERMS AND CONDITIONS PRESENTED IN THE CLIENT AGREEMENT. I CONFIRM THE ABOVE HOURS ARE CORRECT AND HEREBY AUTHORIZE CAREER OPTIONS, LLC TO PAY THE EMPLOYEE ACCORDINGLY.

**THIS IS A CONTRACT**

SUPERVISOR SIGNATURE

X

SUPERVISOR TITLE

DEPARTMENT