

EMPLOYMENT TIME SHEET



3560 Delaware Street, Ste 305
Beaumont, Texas 77706

Phone # (409) 832-6500
Fax # (409) 832-6615
On Call # (409) 880-5507

Hold Mail New Address

Assignment Complete

Weekending _____

S.S. _____

Employee _____

Address _____

City _____

State _____ Zip _____

EMPLOYMENT AGREEMENT

In signing this time card I certify the hours worked for Cooper Group Staffing are true and factual. I understand it is my responsibility to contact Cooper Group Staffing, using the available line 1-888-408-0636 when my assignment is complete and on the days I am available for work to keep Cooper Group informed as to my availability for work. Failure to do so may be considered a voluntary quit and may effect your eligibility for unemployment benefits.

I understand my time card must be in Cooper Group Staffing's before noon on Monday following the week I work. (ie Work Mon. Wed. & Fri, time card turned in to Cooper Group Staffing's office before noon the following Monday.) If it is not in by that time, I may not be paid until next pay period.

Prior permission for over time must be obtained from Cooper Group Staffing when working for more than one company in a single pay period.

Employee Signature _____

	Date	Start	Finish	Lunch	Hrs. Worked
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					

CUSTOMER AGREEMENT (Please Read Before Signing)

Customer certifies the above hours are correct and approved for billing. Customer understands hours over 40 per week will be billed at time and a half and there is a 4 hour minimum per day.

Customer agrees the utilization of the above named person on either a temporary or permanent basis with in six months of the date on the last time sheet will be through Cooper Group Staffing. If customer desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to Cooper Group Staffing and the person will remain on Cooper Group's payroll for the period of 520 hours or a Release Fee will be charged. Account must be current prior to release of employee.

Customer understands the service provided by Cooper Group Staffing is made possible as a result of sustained expenses in maintaining a large staff and agrees, therefore that utilization of this employee is on a temporary basis unless other arrangements are made with Cooper Group Staffing. Furthermore if legal action is required to collect invoices the customer will pay interest on the original balance and cost of collection including reasonable attorney's fees.

The undersigned is an authorized representative of the customer.

Company Name _____ Dept. _____ Date _____

Customer Signature _____ Title _____