




# BEMORE STAFFING WEEKLY TIME CARD

Due Monday by NOON, via **FAX:** 410-753-2291, **TEXT:** 443-792-9675, **EMAIL:** payroll@bemorestaffing.com

PROPERTY NAME <b>#1</b>		TEXT: (443) 792-9675 FAX: (410) 753-2291		 Please fill out all spaces and write clearly to avoid delay in pay.			
BEMORE STAFFING CANDIDATE NAME <b>#2</b>		DAY	DATE	Please round to the nearest quarter hour			
Employee: I certify that the hours shown herein represent the total hours worked this week by me and will be advanced by bemore staffing until properly verified by the client. I agree to call the bemore staffing office between the hours of 8:00 am and 9:00 am the next regular work day following the conclusion of my assignment with the client to make myself available for new assignments. I understand and acknowledge that if i fail to do so, BeMore Staffing may assume that i have voluntarily quit without good cause associated with work and that such a voluntary quit may result in my being denied unemployment benefits.				START	FINISH	(LUNCH)	HOURS
		MONDAY					
		TUESDAY					
		WEDNESDAY					
		THURSDAY					
		FRIDAY					
		SATURDAY					
BEMORE STAFFING CANDIDATE SIGNATURE <b>#3</b>							
Client: Your signature represents that you are in agreement with all the terms and conditions and that the hours shown are correct and the work was completed satisfactorily.							
PROPERTY MANAGER/SUPERVISOR SIGNATURE <b>#4</b>							
PROPERTY MANAGER/SUPERVISOR PRINT <b>#5</b>							
				<b>TOTAL YOUR HOURS</b>		HOURS	QUARTERS

Time Cards are due every **Monday** before **NOON**

Time Card must be filled out completely  
By the employee and signed by the Property  
Manager or Maintenance Supervisor weekly.

If not filled out completely and sent to  
BeMore Staffing on time, you may **NOT** get paid on time.

Please see the example timecard below.

## EMPLOYEE INFORMATION

**Never Call The Client:** If You Are Late Or Cannot Work The As Assigned Hours, Call Us. Do Not Call The Client

**Recording Your Time:** Report All Time To The Nearest Quarter Hour. Do Not Record Minutes.

**LUNCH:** The Length Of Your Lunch Period Will Be Determined By The Supervisor At The Client To Whom You Are Assigned.

**FUTURE ASSIGNMENTS:** You Must Contact Us Upon The Completion Of Each Assignment. If You Fail To Do So, We May Assume That You Have Voluntarily Quit Without Good Cause Associated With The Work Which May Result In The Denial Of Your Unemployment Benefits.

## CLIENT INFORMATION

Being duly authorized on behalf of Client, the undersigned hereby:

- Acknowledges that the temporary employment service named above (the "Service"), incurs substantial recruitment, screening, administrative and marketing expenses in connection with the temporary employee named above and agrees that if the Client utilizes said employee, Customer shall pay to Agency the Placement Fee as set forth on the Fee Schedule for candidates employed by customer. Payment shall be due within thirty (30) days of Agency's invoice. If Customer employs, directly or indirectly at any location or property owned or managed by the customer, any individual submitted by Agency within 180 days of introduction, Customer shall pay the fee to Agency.
- Confirms that the hours stated above are correct and that the work was performed in a satisfactory manner; and
- Confirms that with respect to the services performed hereunder and any future services that
  - The Client shall not entrust the Service's employees with cash. If said employees are entrusted with negotiables, or other valuables, the Client assumes full responsibility thereof. The Client shall not authorize said employees to operate machinery or motor vehicles without prior written permission from the Service in each instance. The Service shall not be liable for any unlawful actions, injuries or harm caused by said employees;
  - The Service's insurance may not cover loss or damage caused by or arising out of a violation by Client of paragraph (3) (a), above;
  - The Service shall not be responsible for claims made under its commercial crime policy unless such claims are reported to it in writing by the Client within thirty (30) days after the occurrence of the claim; and
  - The Client shall indemnify and save the Service harmless from all claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which the Service's employees are assigned. The Client recognizes the Service's employer relationship with said employees, and agrees to notify the Service of all disputes concerning conditions of employment, job assignments or pay procedures prior to taking any action concerning the dispute.
- This agreement is entered into and enforceable in the State of Maryland. In the event enforcement becomes necessary, then venue will be in the courts of Baltimore, MD. 5) If a BeMore employee is hired on as a full time employee after 480 hours all buyout fees will be waived. During the first 480 hours any buyout fee will be calculated by the remaining hours times the difference between the bill rate and the pay rate.