

Has your address or direct deposit info changed?
Call our Payroll Department
617-574-8200

Fax Timeslips to 1-800-317-2089

Employee Name:	
Social Security #:	Week Ending Date:
Client Company Name:	Supervisor:

ROUND HOURS TO THE NEAREST 15 MINUTES

DAY	Mo/Date	In	Out	Lunch	Total Hours (less lunch)
Mon.	/				
Tues.	/				
Wed.	/				
Thur .	/				
Fri .	/				
Sat .	/				
Sun.	/				

Fax Timeslips to 1-800-317-2089 **Total Hours**

I hereby certify the days/hours shown above were worked by me and approved by the authorized representative of the client. I have also read, understand and accept the agreement as stated on the back of this timesheet.

Please notify KNF&T when your assignment has been completed. This information is necessary for our records and informs us of your availability for future assignments. Failure to do so results in our assumption of your voluntary termination from KNF&T and may impact your eligibility for unemployment benefits.

X **Employee Signature** **Date:**

Timesheet will not be paid without a manager/supervisor signature.

Client Approval

I hereby certify that the regular and overtime hours stated above were worked and agree to pay KNF&T, Inc. the established rate for those services. I have also read, understand and accept the agreement as stated on the back page of this time sheet.

Client agrees that all invoices are payable upon receipt and the Client will be obligated to pay interest at the rate of 1 1/2% per month for all balances not paid within 30 days. The client further agrees that in the event it is necessary to retain an attorney for collection purposes it will pay all reasonable attorney's fees.

X **Client Company Authorized Signature** **Date:**

KNF&T Copy

Employee Copy

Customer Copy

KNF&T Inc.'s Temporary Employee Understands and Agrees:

- To call KNF&T if you are going to be late or absent from an assignment.
- To record all work to the nearest /hour.
- To use separate time cards for each assignment.
- To inform KNF&T if you are working overtime. All overtime hours must be cleared by KNF&T with your supervisor. Copies of time sheets must be in our office no later than Monday at 12 Noon for the previous week's work.
- Timesheets not received by noon on Monday will not be paid until the following week.
- Information which has been added, changed, erased, or crossed over requires verification and may delay the processing of your check. Willful misrepresentation or alteration of the time sheet is fraud and will be prosecuted.

Terms of Agreement for KNF&T Clients and Temporary Employees:

Neither will solicit the other, either directly or indirectly on their own through another referral source or agency other than KNF&T with regard to the performance of permanent, temporary or part-time work for a period commencing six months from termination day of last temporary assignment with Client through KNF&T.

Terms of Agreement for KNF&T Clients:

After evaluating the performance and potential of our temporary on the job, client may wish to employ this person directly. Our employees represent our inventory of skilled professionals for which there are expenses in recruiting, screening, testing and training. In the event a KNF&T temporary employee is hired in any position by Client, an associate, or an affiliated employer during a temporary assignment, or within six months after the temporary assignment, Client agrees to pay KNF&T, Inc. a conversion fee in accordance with KNF&T's standard placement fee, which is calculated as a percentage of annual salary. A temp-to-hire credit against the placement fee may apply. Please call for details.

Supervision of a temporary employee's work on Client's premises (for wherever you assign the employee) is Client's responsibility. The client is, and remains, solely responsible for determining the candidate's suitability and competence. Client shall not entrust KNF&T employees with unattended premises, cash, negotiables and other valuables, or authorize such employees to operate machinery (other than office machines) or motor vehicles without prior written consent from KNF&T in each instance. KNF&T's insurance does not cover loss or damage caused by KNF&T's employees operating Client's owned or leased motor vehicles, including but not limited to forklifts, backend loaders, and "heavy" machinery, and Client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability sustained or incurred as a result of a KNF&T employee driving such vehicles, or arising out of or involving a violation by Client of the above.

Since KNF&T is not a professional accounting firm, it is expressly understood that a KNF&T employee is not authorized to render an opinion on behalf of KNF&T or on Client's behalf on financial statements, nor is the employee authorized to sign the name of KNF&T or sign the employee's own name on financial statements or tax returns while on a KNF&T assignment. Client agrees that the total hours will be billed to the nearest quarter hour. KNF&T charges 4 hours minimum per temporary employee per day.

KNF&T guarantees your satisfaction with our employee's service by extending you a one-day guarantee. If, for any reason, you are dissatisfied with the employee assigned to you, call us within the first 24 hours and you will not be charged.