

EMPLOYEE NAME: _____

CUSTOMER NAME: _____

EMPLOYEE ID: _____

REPORT TO: _____ **W/E DATE:** _____

EMPLOYEE SIGNATURE: _____

BRANCH OR OU # - DP MN OR DP CHI: _____

DAY	DATE	START TIME	MEAL PERIOD OUT	MEAL PERIOD IN	FINISH TIME	REGULAR HOURS WORKED	OT HOURS WORKED	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL								

By signing this timesheet you agree to pay Digital People for the hours worked by this employee under the terms of your Contract for Staffing Services.

Supervisor Signature

Date

EMPLOYEE AGREEMENT

- The timesheet must be received by the first business day following the end of the pay period.
- WARNING:** Altering or misrepresentation of hours or dates is a violation of Digital People policy and will result in discipline up to and including termination.
- Working unauthorized overtime will result in discipline up to and including termination.
- I agree to notify Digital People by phone or mail within 24 hours after completion of said job assignment. If I fail to give such notice, Digital People may assume that I am no longer available for work with Digital People.
- I agree to immediately report any incidents/accidents/injuries that involve me to Digital People.
- I agree to notify Digital People immediately if the customer changes my employment duties, or asks me to drive any vehicle including my own vehicle in connection with the employment.
- You must fill out a separate timesheet for each week ending date. If you worked days extending over two week ending dates, you must use two (2) timesheets.
- This timesheet must be filled out completely. Please ensure that your social security number and name are printed legibly. Failure to do so may result in your check being delayed.
- Keep a copy of this timesheet for your records.

CUSTOMER AGREEMENT

- Digital People, as a supplier of temporary help and staffing services, generates its revenues through services it renders through the efforts of its employees to its customers and, therefore, has a substantial and ongoing investment in these employees. Absent an agreement to the contrary, Customer acknowledges the importance of Digital People's employees to the operation of Digital People and agrees that it will not utilize or employ any Digital People employee, or hire any Digital People employee through any other supplier, service, or leasing company, for a period of twenty-six (26) weeks after the date of the employee's last timesheet from assignment through Digital People, without consent in writing from Digital People. Customer agrees that if customer desires to utilize or employ any Digital People employee, or hire an employee of Digital People through another supplier, service, or leasing company, on a permanent or a temporary basis, the employee will remain on Digital People's payroll for a minimum of an additional twenty-six (26) weeks from the date of notification in writing, or, in the alternative, the customer will pay Digital People the sum of three thousand dollars (\$3,000.00) to compensate Digital People for the loss of each employee. (Section does not apply to technical and professional temporaries whose buyout would be based on salary level and specific job assignment.)
- Temporary employees are not responsible for the handling of cash and/or valuables without written permission from Digital People.
- Customer agrees that temporary employees are under the direction and control of Customer.
- Customer agrees that no temporary employee is to operate any vehicle (auto, forklift, heavy equipment, etc.) without the express, prior written consent of Digital People and customer's insurance shall be primary.
- Customer has the duty to notify Digital People before any change in a temporary employee's job assignment.
- The Customer agrees and warrants to Digital People that it will provide a reasonably safe place for Digital People employees. Customer agrees to indemnify Digital People for any harm if job assignment is changed without notifying Digital People. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects Digital People employees including, but not limited to, OSHA required training and emergency medical response assistance to injured Digital People workers.
- The signing of this timesheet constitutes acceptance to the above paragraphs and that the person performed satisfactorily. The Customer agrees that timesheets that are emailed constitutes a binding signature for invoicing. The above hours are correct and payment terms are net due upon receipt of invoice.
- If there is any conflict between this time sheet language and language in an executed agreement with Digital People, the language of the executed Customer Agreement shall control.