



TIMESHEET AND CONVERSION FEE CONTRACT

WEEK ENDING DATE (Friday)

CLIENT INFORMATION		
CLIENT'S NAME		
REPORT TO		
ADDRESS		
CITY	STATE	ZIP CODE
CLIENT TELEPHONE NUMBER		

DAY	DATES		REGULAR TIME		OVERTIME Time & One half		OVERTIME Double Time	
	MONTH	DAY	HOURS	QTR. HR.	HOURS	QTR. HR.	HOURS	QTR. HR.
SAT								
SUN								
MON								
TUES								
WED								
THUR								
FRI								
TOTAL TIME			REGULAR		OVERTIME		DOUBLE TIME	

CLIENT APPROVAL	
THE HOURS SHOWN ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL, WE AGREE TO BE BOUND BY THE TERMS OF THE CONDITIONS OF ASSIGNMENT AS STATE BELOW.	
COMPANY _____	
BY _____	
TITLE _____	

AL EMPLOYMENT EMPLOYEE		
PLEASE FILL IN YOUR SOCIAL SECURITY NO.	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
EMPLOYEE NAME (Print)		
I CERTIFY THAT THE DAYS SHOWN ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY ME: EMPLOYEE'S SIGNATURE _____		

Thank you for your confidence in AL Employment. For the services of our employee, whose name appears on the front of this copy under "AL Employment employee," we will invoice your firm as verbally agreed. Legally required overtime will be billed at the same multiple as is required to be paid to the employee (e.g., one and one-half times the billing rate for overtime that must be paid at time and a half.) The billing rate charged is determined on a basis of the amount of experience necessary to complete the assignment. Call your local AL Employment office for any adjustment in the hourly billing rate. Our employee is assigned to you under the following Conditions of Assignment.

- 1.) The person assigned is an employee of AL Employment and shall not be deemed to be your employee. AL Employment warrants that its employee is adequately covered by workers' compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll charges.
- 2.) AL Employment guarantees your satisfaction with our employee's services by extending to you a two day (16 hours) guarantee period. If, for any reason, you are dissatisfied with the employee assigned to you, AL Employment will not charge you for the first sixteen hours worked, provided that AL Employment replaces the individual assigned. Unless you contact us before the end of the first eight hours, you agree that our employee assigned is satisfactory and further agree to these Conditions of Assignment.
- 3.) Our employee will present a time sheet to you or your representative for verification and signature at the end of the week. Your signature thereon indicates your acknowledgment of all the Conditions of Assignment. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because AL Employment invoices reflect payroll we have already paid, our invoices are due upon receipt. Each invoice will evidence a separate and distinct contract.
- 4.) After you evaluate the performance and potential of our employee on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled professionals and in the event you wish them converted to your employ or another employer to whom you refer them, you agree to pay a conversion fee. The conversion fee calculation is one percent (1%) for each thousand dollars of the annual base salary (e.g. 20% for a \$20,000 salary) multiplied by the annual base salary, to a maximum of thirty percent (30%). In no event will a conversion fee be less than \$1,000. The same calculation will be used if you convert our employee on a part-time basis using full-time equivalent salary, however, the conversion fee will not be less than \$1,000.
- 5.) The conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent temporary (including temporary assignments through another agency) or consulting basis within six months after the last day of assignment. You also agree to pay a conversion fee if our employee is hired by a subsidiary or other related company business as a result of your referral of our employee to that company.

6. We usually check employee references by asking specific questions to selected previous employers with regard to qualifications work history. This reference check is generally done prior to the first time we place that individual on a temporary assignment. While we are willing to provide you with the results of any reference checks that we have performed, if you choose to directly employ one of our temporary employees, you should conduct such additional or more recent reference inquiries of previous employers or verify such other items (such as degrees, professional certifications or criminal background) as you deem appropriate for the position. Because of substantial legal restrictions on the use and communication of various types of information, we have not screened for drug use, administered a medical exam, conducted a criminal background check or engaged in any verification process other than the reference checks described above.
- 7.) Supervision of an AL Employment employee's work on your premises (or wherever you assign the employee) is your responsibility. Since AL Employment is not a professional accounting firm, it is expressly understood that an AL Employment employee is not authorized to render an opinion on AL Employment or on your behalf on financial statements, nor is the employee authorized to sign the name of AL Employment or sign the employee's own name on financial statements or tax returns while on an AL Employment assignment.
- 8.) It is understood that we will not authorize an AL Employment employee to operate machinery (other than office machines) or automotive equipment. The insurance furnished by AL Employment does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment. It is agreed the client accepts full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident while an AL Employment employee is driving the client's vehicle, whether owned or rented. It is understood that the Client has full responsibility to ensure safe working conditions, to include assuring that required safety plans exist for the AL Employment employee working on Client's premises. This agreement is certification of the existence of such plans and training.
- 9.) An AL Employment employee may not handle cash, negotiable or other valuables without the written consent of AL Employment and then only under your direct supervision. An AL Employment employee may not under any circumstances, transport or convey monies, securities or any negotiable instruments (including, but not limited to, delivering bank deposits to a bank or other institution).
- 10.) It is understood that under no circumstances will AL Employment be responsible for claims for work performed unless such claims are reported in writing to AL Employment within ninety (90) days after termination of the temporary assignment.
- 11.) Each invoice will evidence a separate and distinct contract. Unless otherwise prohibited by the law of the state where this placement occurred, in the event that you fail to pay the charges of AL Employment when due, then you agree to pay all costs of collection of AL Employment, including reasonable attorneys fees, whether or not suite is initiated.

DUE FRIDAY BY 5:30PM. PLEASE FAX TO: 205-822-9917.