ASSET

NORTHPOINTE
STAFFING PROFESSIONALS

30 Broad Street • Suite 1202 • New York, NY 10004
Phone (212) 430-1060 • Fax (212) 430-1065
Payroll / Human Resources

80 River Street • Suite 4D • Hoboken, NJ 07030-5626
Phone (201) 418-9500 • Fax (201) 418-9155

14 N.E. 1st Avenue • Suite 1209 • Miami, FL 33132
Phone (305) 371-5969 • Fax (305) 371-5979

Time Sheet Fax #: (212) 430-1065

CLIENT'S
NAME (PRINT) _____

REPORT TO _____

LOCATION _____

EMPLOYEE

EMPLOYEE'S
NAME (PRINT) _____
SOCIAL
SECURITY NO. [X] [X] [X] [X] [X] [ ] [ ] [ ] [ ]

MY PAY CHECK SHOULD BE:
☐ MAILED ☐ HELD DOWNTOWN ☐ HELD HOBOKEN ☐ HELD MIAMI

I certify the hours shown on this time record are correct, and that I performed the service as required in Asset's Guidelines. I have read the Employee's Terms & Conditions on the reverse side of this form and agree to adhere to them. I understand that Asset will assume that I am no longer available for work if I do not immediately contact them when my assignment ends.

EMPLOYEE'S
SIGNATURE X _____

	HOURS WORKED				
	DATE	TIME IN	TIME OUT	LESS LUNCH TIME	TOTAL HOURS FOR DAY
MON		AM / PM	AM / PM		
TUES		AM / PM	AM / PM		
WED		AM / PM	AM / PM		
THUR		AM / PM	AM / PM		
FRI		AM / PM	AM / PM		
SAT		AM / PM	AM / PM		
SUN		AM / PM	AM / PM		
NO ALTERED OR UNSIGNED TIME SHEETS ACCEPTED			TOTAL NUMBER HOURS WORKED FOR WEEK →		

Overtime: Time and one-half will apply if our employee works over 40 hours in any one week starting Monday and ending Sunday. We certify the hours indicated are correct, and that the work performed was satisfactory. We have read the Client's Terms and Conditions on the reverse side of this form and without any limitation agree to adhere to them.

IS THIS ASSIGNMENT COMPLETED? ☐ YES ☐ NO

CLIENT'S SIGNATURE _____

PRINT NAME _____ DATE _____

DEPT/CC# _____ (TEL. NO./EXT.) _____

EMPLOYEE TERMS & CONDITIONS

I understand that I am an employee of ASSET STAFFING, INC. and/or ASSET STAFFING OF SOUTH FLORIDA, LLC and/or NORTHPOINTE PERSONNEL, a division of ASSET STAFFING of NJ, LLC ("ASSET"), that my employment is at will, and that pursuant to ASSET'S permanent placement policy, I will not accept permanent employment with any ASSET client, either directly, as an independent contractor or through the services of another employment service, or through any person or firm other than ASSET, for a period of one hundred fifty (150) days from the end of my assignment with any ASSET client without prior written approval from ASSET.

Immediately contact your ASSET representative if:
(A) You are injured on the job or have any concern about your safety;
(B) You feel that you are or have been the victim of harassment including inappropriate language or physical contact;
(C) You will be absent or late to your assignment for any reason;
(D) You are offered any permanent position with an ASSET client.

Consistent with the Federal Arbitration Act, and pursuant to ASSET'S employee handbook, I am required to submit all employment-related disputes to arbitration rather than litigation.

CLIENT TERMS & CONDITIONS

We (the "Client") certify that the total hours shown are true and correct, and this signature is authorized to bill the named company for these hours. We understand that this person is an employee of ASSET STAFFING, INC. and/or ASSET STAFFING OF SOUTH FLORIDA, LLC and/or NORTHPOINTE PERSONNEL, a division of ASSET STAFFING of NJ, LLC ("ASSET"), and is referred to us on a temporary basis. In the event we employ this person on our payroll, or if we utilize the services of ASSET'S employee through the services of another employment or outsourcing service or as an independent contractor, we agree to pay to ASSET its standard placement fee for permanent employee placement pursuant to its fee schedule then in effect. (A copy of ASSET'S current fee schedule may be obtained upon request).

All Client invoices are due upon receipt. A Late Fee of 1.5% per month will be assessed against any unpaid invoice amount. Unless otherwise expressly stipulated by ASSET in writing, Client will reimburse ASSET all service fees, collection fees, reasonable attorney's fees and expenses incurred as a result of overdue Client invoices or breach of contract, including fees and losses resulting from the breach or enforcement of this provision.

Being duly authorized on behalf of the Client, the undersigned hereby: (1) certifies that the hours set forth on the reverse side hereof are correct and that the work was performed in a satisfactory manner; (2) confirms prior agreement between ASSET and Client, with respect to the services performed hereunder and any future services that (a) Client shall not entrust ASSET employees with unattended premises, cash, negotiables or other valuables or authorize such employees to operate machinery or motor vehicles without ASSET'S prior written consent in each instance, (b) ASSET insurance does not cover loss or damage caused, directly or indirectly, by the operation of Client's owned or leased motor vehicle(s) by ASSET employees and Client therefor accepts full responsibility for any and all claims resulting therefrom, including, without limitation, claims for bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of ASSET employee(s) operating such vehicle(s), or arising out of or involving violation by Client of paragraph (2)-(a) above, (c) ASSET is not responsible for claims made under its Fidelity Bond unless such claims are reported in writing to it by Client within 30 days after the occurrence of an event giving rise to a claim, (d) Client shall defend, indemnify and hold ASSET harmless from any and 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 ASSET employees are assigned. The Client recognizes ASSET'S "employer-employee" relationship with its personnel, and accepts the obligation to discuss all matters with ASSET concerning their employment, including, without limitation, job assignments, permanent placement with the Client and payroll procedures.