

REITMAN

163 Cedar Street
Branford, CT 06405
(203) 488-6944 FAX (203) 488-2012
Email: timecards@reitmanpersonnel.com
www.reitmanpersonnel.com
An Equal Opportunity Employer

Company Name (Please Print) _____

Address _____

City _____

Report to	Dept.	Job Title	Wk. End. (Sun)
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DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL HOURS
MON.	/ /					
TUES.	/ /					
WED.	/ /					
THURS.	/ /					
FRI.	/ /					
SAT.	/ /					
SUN.	/ /					
	Total Hours (in words)	* Please call your hours in by Monday 9 am. (203) 488-6944		* Total Hours		

Hours shown were worked during the week ending shown above, and are certified by an authorized representative of Company named above.

Employee Name (Print)	Employee Signature ★	
Last 4 of Social Security #	Hold My Check	Mail My Check

Company is required to audit and certify hours including overtime recorded on this time sheet. Company agrees to terms and conditions on the reverse side. I certify that no injuries or near misses occurred.

Supervisor's Signature ★: _____
Your signature authorizes all hours including overtime.

Company Name: _____

★ See Agreement on Reverse Side →

CLIENT INFORMATION - TERMS AND CONDITIONS

Our "Temp to Hire" Policy: A Reitman Personnel Services, Inc (RP) temporary employee assigned to your company (herein referred to as Company) may be directly hired upon completion of agreed upon hours of employment at the contracted conversion fee. If Company wishes to hire the RP temporary employee before completion of agreed upon hours, an "earlier hire" (Conversion) fee is charged at a Permanent Placement Fee of 25% of the employees annual salary, which shall be reduced by an amount equal to 5% of the amount remitted by Company for each week the RP temporary employee worked for Company.

Exclusive of a Temp to Hire placement, Company shall not employ a RP temporary employee without our written approval. If Company or a subsidiary, division, or affiliate company hires a RP temporary employee within six (6) months of introduction, or prior to the conclusion of a temporary / temp to hire assignment, our Permanent Placement fee applies.

RP is responsible for legitimate workers compensation claims for its employees. RP carries a Fidelity Bond which applies upon mutual agreement. Your company is responsible for loss or damage as a result of the operation of Company's machinery, equipment or vehicles by RP Employees. Company understands and agrees that RP shall have no responsibility for injury to persons or property resulting from any RP employees operation of Company's owned or rented machinery. Company agrees to hold harmless and indemnify RP for any such liability claims. Company shall not entrust our employee with unattended premises, cash, negotiables, jewelry or any other valuable items. Company waives any rights to offset the value of such cash or valuables advanced or any other claim for loss or damage against money owed to RP. RP is responsible for claims made under our Fidelity Bond only when such claims are reported to us upon learning of the claim and reported in writing within thirty (30) days of the occurrence.

Company agrees to pay our weekly invoices, which includes the 6.35% Connecticut sales tax within thirty (30) days of the invoice date. Invoices paid after such date shall bear interest at 1% per month (12% Per Annum) until paid, but not more than the highest legal rate of interest. RP employees are paid only those hours your company authorizes by signature on our time slip (or an agreed upon substitute). RP employees are paid time and one-half for hours worked after 40 hours in a week. Company agrees to pay all collection costs, including reasonable attorney fees, if Company's account is placed in the hands of an attorney for collection.

SAFETY PROCEDURES

Company acknowledges that the RP employee is assigned on the basis of a particular job description and agrees not to change job duties without RP approval. Company represents that your work site complies with OSHA and other applicable safety rules and regulations. Company is responsible for safety orientations, training and safety equipment as provided to Company's own staff.

RP temporaries are required to follow Company safety policies and procedures. We seek a partnership regarding workplace safety. As such it is Company's obligation to communicate all relevant safety information to RP. RP will instruct our employees regarding your safety program as requested by Company. Our temporaries are instructed not to operate machinery they have not been trained to operate. **Report all injuries or near misses immediately to RP.**

EMPLOYEE INFORMATION

1. Please notify our office immediately if your job duties differ substantially from those described by your Reitman recruiter.
2. Complete your time sheet neatly and correctly, errors may delay your pay.

3. INSTRUCTIONS FOR COMPLETING TIME SHEET.

*The work week is Monday-Sunday. The week end date as Sunday's date.

***Supervisor's signature and yours must appear on the time sheet.**

***Only the original white time sheet will be accepted for payroll, as it confirms your hours worked.**

*Total hours do not include lunch breaks (minimum of 30 minutes). Deduct your lunch breaks.

*Use a separate time sheet for each assignment and each week worked.

4. TO GET PAID

You must call, fax, email or drop off your time sheet by Monday, 9 am.

On Thursday bring the signed white copy time sheet to pick up your check. For direct deposit we **MUST** have your original signed time sheet by Tuesday noon.