

Weekly Timesheet



4M HR Logistics LLC.

FAX: (210) 963-7302

EMAIL TIMESHEET TO:
timecards@4mhrlogistics.com

**Signed timesheets are due no later than
Monday, 12:00 p.m. for the prior week.**

Client	Period Ending
Client Manager	Employee Name
Signature	Signature

NOTE: YOUR TIMESHEET WILL NOT BE VALID WITHOUT BOTH SIGNATURES ABOVE

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Ttl Hrs	Str Time	Ovr Time

Employee Status Update: Record Address Change and Payroll Notes Here

Employee Instructions: Enter total hours worked daily; cross out days missed Sign timesheet, check return box, and obtain client signature. Fax or email to office by Monday 12:00 noon. Late timesheets can delay paychecks.	Work Site Address: _____ City-State-Zip: _____	Office Permissions: _____ _____ _____ _____ 4M Signature _____
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CUSTOMER (*We*) agree as follows:

- Hours shown on the timecard are correct and work was performed.
- We will notify 4M HR Logistics when work is subject to Service Contract Act, Davis-Beacon Act, or similar prevailing wage laws. 4M HR Logistics has incurred expenses in maintaining its temporary staff.
- We understand that 4M HR Logistics' written consent is required to :
1) Interfere with employment, or cause employees to transfer to another service;
2) Authorize Employees to operate vehicles and 4M HR Logistics is not responsible for resulting damages, injuries, or losses; 3) Authorize Employees to approve plans, specifications, designs, maps, or render opinions; 4) Entrust premises, valuables, or advance money to Employees.
- We understand that we will not directly hire Employee until 720 working hours have been billed and paid, or as otherwise states in signed staffing agreement.
- We will not leave our premises or valuable items unattended in the presence of Employees.
- We will closely supervise Employees and report dishonesty claims in writing to 4M HR Logistics within 10 days of discovery and cooperate fully in investigation and subsequent prosecution.
- We will not reassign Employees to different jobs without prior notice to 4M HR Logistics. If Employees are injured on assignment, we will promptly notify 4M HR Logistics.
- We will furnish Employees with a safe workplace meeting all applicable OSHA requirements and regulations, and will notify 4M HR Logistics immediately of hazardous conditions, materials, or chemicals in or near where Employees work.
- We will comply with all civil rights and employment laws regarding Employees. Terms and Conditions also apply to future orders and no oral statement will modify or otherwise affect them.
- We will defend, indemnify and hold 4M HR Logistics harmless, including reasonable attorney's fees (outside and corporate) and court costs if we fail to abide by Terms and Conditions.

EMPLOYEE (*I*) agree as follows:

- Hours shown on the timecard are correct. I will not work more than 8 hours in a workday or 40 hours in a workweek without advance approval from my Supervisor.
- I will contact 4M HR Logistics after completing each assignment to determine if other work is available otherwise, 4M HR Logistics may assume that I am not available for work, and that I have voluntarily quit seeking employment through their service.
- I will promptly notify 4M HR Logistics if I am injured on assignment.
- I did not suffer any injuries during hours shown other than already reported to 4M HR Logistics.
- I will promptly return 4M HR Logistics property entrusted to me on assignment.
- If I submit timecards not signed by me and customer, or delay more than 90 days after workweek ends, I will not be paid.
- I will promptly notify 4M HR Logistics in writing if I do not receive my payroll on time.

For internal use:

Dept #