

# TIME SHEET

## Dental Staffing Solutions

*Let Us Do the Legwork for You!*

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 Fax (727)546-3500  
 www.dentalstaffingsolutions.com

**Employee Name:** \_\_\_\_\_

**SS#:** \_\_\_\_\_

**Client/Dentist Name:** \_\_\_\_\_

**Client Address:** \_\_\_\_\_

Date	Start Time	End Time	Lunch	Total Hrs.
<b>WEEKLY TOTALS:</b>				

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IMPORTANT:** BY EXECUTING THIS FORM, THE TEMPORARY WORKER AND THE CLIENT AGREES TO TERMS AND CONDITIONS ON RIGHT SIDE; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

**TEMPORARY WORKER INFORMATION**

- (1) **Recording Your Time.** Report all time to the nearest ¼ hour. Do not show odd minutes.
- (2) **Lunch.** Your lunch period will be determined by supervisor to take whom you are assigned. If you work a full day, the law requires you take a minimum of one ½ hour for lunch.

- (3) **Absence – Call Us At Once.** We will contact the Client/Dentist. If you will be out for a number of days it will be up to the Client/Dentist to decide on replacing you or awaiting your return.
- (4) **Never Call Our Client/Dentist.** When you are late, or if you cannot work the assigned hours, or if you won't be able to report to work, Call Us.
- (5) **Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.

**CLIENT/DENTIST INFORMATION**

Client/Dentist named on the this time sheet, or their representative, hereby agrees that the Dental Staffing Solutions (hereinafter referred to as "DSS"):

- (1) Incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee/independent contactor named on the reverse side. Client/Dentist agrees that if Client/Dentist hires Temporary Worker within ONE YEAR after this date, without agreement from Contractor, Client/Dentist will pay DSS's placement fee(s).
- (2) Client/Dentist certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner (\*MINIMUM FOUR HOURS UNLESS OTHERWISE AGREED BY CLIENT/DENTIST AND DSS).
- (3) Client/Dentist confirms the prior agreement between DSS and Client/Dentist with respect to the services performed hereunder and any future services.
- (4) Client/Dentist has not and shall not in the future without prior written permission from DSS in each instance: (i) entrust Temporary Worker with unattended premises, cash, negotiable instruments, or other valuables or authorize Temporary Worker to operate machinery or motor vehicles; (ii) assign Temporary Worker to perform work other than that described at the time Client/Dentist placed the job order.
- (5) DSS's insurance does not cover loss or damage caused by Temporary Worker operating Client/Dentist owned/lease motor vehicle(s) or Medical/Dental Equipment, and therefore Client/Dentist therefore accepts full responsibility for claims including defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of the Temporary Worker driving such vehicle(s), or arising out of or involving violation by Client/Dentist of paragraph 4(i) or 4 (ii) above.
- (6) DSS is not responsible for claims for damage to property within the Client/Dentist or Temporary Worker's care, custody and control.
- (7) In the event the Client/Dentist's non-payment of Contractor's invoices, Client/Dentist agrees to be responsible for all collection expenses, including attorney's fees, interest and court cost.
- (8) Client/Dentist accepts the obligation to discuss all matters concerning Temporary Worker, including without limitation, Temporary Worker's job assignments, wages and payroll procedures with Contractor and not with Employee directly. Client/Dentist will pay Temporary Worker the **SAME DAY** as assignment the agreed upon hourly wages unless other arrangements have been made prior with DSS and Temporary Worker.
- (9) Client shall indemnify and hold DSS, its subsidiaries, affiliates and agents, including the employer of records harmless from any and all claims and damages arising out of Client/Dentist's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.