



Excel Time Sheet

2100 Osuna Rd. NE, Ste 100
 Albuquerque, NM 87113
 505-262-1871

WEEK ENDING DATE (Mon-Sun)

TIME SHEET DUE NO LATER THAN 12:00 pm MONDAY FOR PAYMENT THE SAME WEEK

(Please submit early if Monday falls on a holiday. There will be no exceptions for deadlines.)

Email to payroll@excelstaff.com, FAX 505-268-4954 or DROP OFF AT YOUR EXCEL BRANCH

Timesheets without an employee's name or supervisor's signature will **not be accepted**. If this causes the deadline to be missed, your time sheet will be processed the following week. Please print clearly and record only hours worked. Total your hours to the nearest .25 (quarter hour). Please ensure your timesheet is correct, and complete before turning it in. Late time sheets will be processed the following week.

Employee Name (Please Print)		Last 4 digits of SSN#				
Day	Date	In	Out for Lunch	In from Lunch	Out	Total Hours
Mon						
Tue						
Wed						
Thurs						
Fri						
Sat						
Sun						
Company Name:					Regular Hours	
Supervisor Signature:					Overtime Hours	
Supervisor Print Name:					Total Hours	
Department & Title:						
Phone Number:						

Excel Employee Agreement:

I agree to notify EXCEL immediately if my assignment has ended and to request another assignment. I understand that failure to do so will be considered job abandonment. I authorize EXCEL to deduct from my paycheck those amounts necessary to cover overpayments, or the cost of EXCEL or EXCEL customer's property that is unreturned or damaged.

My signature certifies the hours shown here were worked by me during the week ending designated and were certified by an authorized representative of the Company where I was assigned. My signature also certifies that no accident or injury was sustained by me while working on the assignment this week unless so noted below:

Employee Signature	
--------------------	--

Excel Customer Agreement: The customer's signature on this time sheet certifies that the reported hours are correct. Customer will pay Excel for the hours at the agreed upon rates, which include reimbursable expenses for payroll and payroll taxes, upon receipt of Excel's invoices. Any hours worked over 40 per week will be billed at the overtime rate of 1 & 1/2 times the regular time bill rate. Excel has a 4-hour minimum policy for any job placement, and a 2-hour show up policy if the temp cannot be reached and released from their assignment prior to arriving for standard work shift and therefore has to be released after arriving to work. If a customer reaches out to an employee without getting hours approved by Excel prior, the customer is held responsible for any overtime charges that may occur due to duplicate assignments being worked.

Excel's responsibilities are to assign its qualified employees (Assigned Employees) to work under Customer's supervision; to pay their wages and provide the benefits that Excel offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. Customer's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions and abide by all OSHA and other Safety Laws.

Customer will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of Excel. Customer further agrees not to authorize any Excel employees to operate any motor vehicle, automotive, truck or heavy equipment, or machinery; nor allow an assigned employee to do any work that requires lifting over 50 lbs., working higher than two stories off the ground or involving ladders, scaffolding, or similar equipment without prior written consent of Excel. Neither Customer nor Excel will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special or punitive, or lost profit damages or expense arising from their staffing relationship.