



201 Park Ave., Suite 8, 3rd floor, West Springfield, MA 01089
 Tel: 413-732-6644 Fax: 413 -732-4692

NOTE: All checks are mailed out of our corporate office in Windsor, CT.

Company Name _____	Employee's Name _____
Company Address _____	Week Ending Date _____

	Date MM/DD	Start Time	End Time	Minus Lunch	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<i>Please round to the nearest ¼ hour (e.g.: 8:15, 8:30, 8:45, etc.)</i>					Weekly Hours

Time cards MUST be submitted on the last day of your work week

It is the employee's responsibility to submit his or her signed (mgr./self) time card in by the deadline

Conditions of Assignment:

1. The person assigned is an employee of J. Morrissey & Co. Our employees are adequately covered by workers' compensation insurance. J. Morrissey & Co will assume total responsibility to pay all federal, state and local withholding taxes, as well as social security, state disability insurance and all other payroll charges.
2. Overtime will be billed at one and one-half the billing rate (Federal law requires in excess of 40 hours per week, state laws vary).
3. A J. Morrissey & Co employee may not handle cash, negotiable items or other values without written consent of J. Morrissey & Co. A J. Morrissey & Co employee is not under any circumstance allowed to transport or convey any negotiable items including cash (including, but not limited to delivering bank deposits).
4. J. Morrissey & Co does not authorize any J. Morrissey & Co employee to operate machinery or automotive equipment (other than office machines). J. Morrissey & Co.'s insurance does not cover physical loss, damage or liability caused by operation of client's automotive equipment. It is agreed to that the client accepts any/all responsibility for property damage, bodily injury, fire, theft, or public liability claims caused as a result of a J. Morrissey & Co employee operating the client's vehicle, whether owned or rented.
5. J. Morrissey & Company temporary employees often times are looking for direct hire employment. After you evaluate the performance of our temporary employee(s) you may wish to employ this person directly. This includes, but not limited to permanent, consulting or temporary basis (including through another agency) within six months after the last day of the assignment regardless of classification. You also agree to pay the fee if the employee is hired at a related company, subsidiary or if you refer our employee to that company. Our temp to perm conversion fees are as follows: 0-160 hours; 25%, 161-320 hours; 20%, 321-480; 15%, 481-640; 10%, 641 – plus; 5% (the percentage applies to the employees' 1st year earnings). The terms of payment are net 30 from start date.

You agree by signing this timesheet that the hours are correct and agree to all terms and conditions.

Client Printed Name _____ **Employee Printed Name** _____

Client Signature _____ **Employee Signature** _____

It is very important that you fax this timesheet to us on the last day of your work week. Please call us to make sure we have received your faxed copy. As of 12:00 noon on Monday, payroll will close and any time sheets received after noon will be processed the following week. **Fax: 413-732-4692 or email: dianes@jmorrissey.com**