



Fax / Email Timesheet

Timesheets must be faxed or emailed each week by Monday at 12 noon.

Fax Numbers / Mailboxes

Amarillo	(806) 331 – 8011	ALtimesheets@select-staff.com
Brownsville, TX	(956) 544 – 1366	BRtimesheets@select-staff.com
Dallas, TX	(972) 934 – 9344	DAtimesheets@select-staff.com
Harlingen, TX	(956) 412 – 8999	HAtimesheets@select-staff.com
Irving, TX	(972) 717 – 8163	Ltimesheets@select-staff.com
Lubbock, TX	(806) 794 – 5869	LUtimesheets@select-staff.com
McAllen, TX	(956) 630 – 4502	MCAtimesheets@select-staff.com
Northwest, AR	(479) 751 – 4422	NWAtimesheets@select-staff.com
San Antonio, TX	(210) 340 – 3752	SAtimesheets@select-staff.com
Tyler, TX	(903) 533 – 8755	TYtimesheets@select-staff.com
On-Site VAL	(210) 345 – 2963	VAtimesheets@select-staff.com

CUSTOMER NAME (PRINT)	
EMPLOYEE NAME (PRINT)	
SOCIAL SECURITY NUMBER	LAST 4 DIGITS ONLY
WEEK ENDING DATE (SUNDAY)	
JOB NUMBER	

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MON					
TUES					
WED					
THU					
FRI					
SAT					
SUN					
ROUND HOURS TO NEAREST 15 MINUTES (.25 .50 .75)				Total Reg. Hours	
We certify that the hours, including overtime, are correct and client and employees signatures indicate acceptance of the terms and conditions.				Total Overtime Hours	

Employee Signature: I have read, understand and agree to accept the hours; and terms and conditions.

Client Signature: I have read, understand and agree to accept the hours; and terms and conditions.

Employee Name (Print)

Client Name (Print)

- TERMS AND CONDITIONS**
- Except as modified separately in writing, these govern Customer's completed, present and future temporary assignments. Customer includes all subsidiaries, affiliates, partners, coventurers, and subcontractors of the named Customer. Customer, through the signature of its authorized representative, certifies that the temporary employees hours shown on this timesheet are correct, that the work was performed satisfactorily and the Customer accepts these terms.
 - Each of Select Staff's weekly invoices is due in full when Customer receives it. Customer shall: promptly pay Select's invoices, finance charges of 1.5% per month (from invoice date) on all balances that are unpaid after 30 days and all of Select's cost to collect. At Customer's request, Select will consider reasonable special invoicing or payment terms. Alternate terms must be confirmed in writing.
 - Without Select's prior written consent, Customer will not entrust or leave Select employees with unattended premises, cash, negotiables, trade secret/confidential information, or other valuables or let them operate any vehicles or machinery. All claims and costs associated with acts or omissions of Select employees arising from nonobservance of this section shall be Customer's responsibility and liability. Customer acknowledges that Select's insurance will not be available to reimburse Customer for such claims and costs.
 - Select is not responsible or liable for fidelity losses not reported to it by Customer in writing within 10 days after discovery of fidelity loss.
 - Customer is responsible for its personnel and workplace and will indemnify and defend Select from all claims and costs that arise from unsafe workplace conditions, occupational safety or health law violations, or the acts or omissions of Customer's personnel.
 - Customer shall not use any of the Select employees for 180 days after the last work day reported for that employee on this form. "Use includes: employing the person directly; purchasing the person's services as a temporary, payrolled, or lease employee of an organization other than Select within the first 60 of the 180 days; obtaining the person's services through any independent contractor; arranging, suggesting, endorsing, facilitating or acquiescing in the person's employment or recruitment by another organization, whether or not the person is later assigned to Customer. Customer's liability for any such use will be the section 7 fee plus all costs of collection.
 - Customer will be released from section 6 if it notified Select That it wants to use any of the Select employees assigned to it and either: continues the person's Select assignment for 520 additional work hours or pays a settlement fee of 1% per thousand fee. (Fee = Annualized Pay ∙ \$100,000 x Annualized Pay) "Annualized Pay" is 2080 times the temporary's last hourly rate on assignment with you.
 - Texas law governs these terms, and Customer agrees to submit to jurisdiction and venue in Dallas County, Tx.