



# Excel Time Sheet

1700 Louisiana Blvd NE, Ste 210  
 Albuquerque, NM 87110  
 505-262-1871

<b>WEEK ENDING SUNDAY DATE</b>

<b>Employee Name</b> Please Print					<b>Last 4 digits of SSN#</b>		<p style="text-align: center;"><b>Excel Employee Agreement</b></p> <p>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:</p>  <p>I agree to notify EXCEL within 72 hours that 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 property that is unreturned or damaged.</p>
<b>Day</b>	<b>Date</b>	<b>In</b>	<b>Out for Lunch</b>	<b>In from Lunch</b>	<b>Out</b>	<b>Total Hours</b>	
Mon							
Tue							
Wed							
Thurs							
Fri							
Sat							
Sun							
<b>Employee Signature</b>					<b>Total Hrs.</b>		
*Blue cells are for employees and Yellow cells are for supervisors.					<b>O/T Hrs.</b>		
<b>Company Name</b>						<b>Dept</b>	
<b>Cust/Supervisor Signature</b>						<b>Title</b>	
<b>Print Name</b>						<b>Phone Number</b>	

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 upon receipt of Excel's invoices. Any hours worked over 40 per week will be billed at the overtime rate of 1 & ½ times the regular time bill rate. Payment not received within 30 days is past due and will accrue a late charge of 1 & ½ % per month.

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 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.

Excel's conversion policy allows Customer to directly or indirectly hire assigned employee after 520 billable hours to customer with no placement fee. Prior to completion of 520 billable hours Customer may directly or indirectly hire Assigned Employee by paying a fee of 25% of employee's annualized rate of pay from Excel on this assignment.

**TIME SHEET DUE NO LATER THAN 7 A.M. TUESDAY FOR PAYMENT ON THURSDAY**

**EMAIL TO payroll@excelstaff.com, FAX TO 505-268-4954 or DROP OFF AT YOUR EXCEL BRANCH**

**Successful Employees... Successful Customers**

Santa Fe 505-995-8677

Westside 505-343-1414