

J. Morrissey

The Huntington House 289 Broad Street Windsor, CT 06095
 Tel: 860-925-6000 Fax: 860-640-6543
 Email: claudiaw@jmorrissey.com & alim@jmorrissey.com

OFFICE SERVICES GROUP

Company Name _____ Company Address _____ _____	Employee's Name _____ Soc Sec # _____ Week Ending Date _____
Hold Check: <input type="checkbox"/>	Are you returning? <input type="checkbox"/> Yes <input type="checkbox"/> No

	IN	OUT	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	

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 direct hire, 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 direct hire conversion fees are as follows: 0-160 hours; 25%, 160-320 hours; 20%, 320-480; 15%, 480-640; 10%, 641-plus; 5% (the percentage applies to the employee's 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 Name _____

Employee Name _____

Client Signature _____

Employee Signature _____

It is very important that you fax or email* this timecard to us on the last day of your work week. Please call us to make sure we have received your faxed copy. Any timesheet received after Friday, close of business will be processed the following week. *Timecards should be signed by both the hiring manager & the employee, scanned and emailed to claudiaw@jmorrissey.com & alim@jmorrissey.com.