



TEMPORARILY YOURS INC

[www.tyiseattle.com](http://www.tyiseattle.com)

[info@tyiseattle.com](mailto:info@tyiseattle.com)

3020 Issaquah-Pine Lake Rd, PMB #130  
Sammamish, WA 98075  
Tel: (206) 386-5400  
Fax: (206) 386-4809

Your Name: \_\_\_\_\_

Full Name

Week Ending (on Sunday): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Month

Day

Year

Date	/ /	/ /	/ /	/ /	/ /	/ /	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Hrs   Min						
Time In	:	:	:	:	:	:	:
Lunch Out	:	:	:	:	:	:	:
Lunch In	:	:	:	:	:	:	:
Time Out	:	:	:	:	:	:	:
Total Time	:	:	:	:	:	:	:

Total Hours Worked  
(Round to the nearest 1/4 hour)

Total Hours

Straight Hours

Overtime Hours

I certify that the hours shown here are true and represent the total hours worked by me this week and they are property verified by my supervisor.

Employee Signature and Date:

\_\_\_\_\_  
(MM/DD/YY)

I certify that I agree to the Client Customer Agreement Terms and Conditions (tab 3)

Supervisor Signature and Date:

\_\_\_\_\_  
(MM/DD/YY)

Supervisor Full Name:

Company Name:

\_\_\_\_\_

## Full directions for completing the Time Card

### Employee:

1. Fill in all the fields that are shaded yellow (these fields stay the same every week)

Save the file as your standard weekly file - e.g., "**John Smith time card - FORM**"

This way you won't have to re-fill the yellow fields every week.

2. Fill in the week ending date and the hours.

Note that, for your convenience, time fields are text fields, so you can write in 9:00 am or 9am or however you wish to.

Hours are formatted to two decimal points. Enter in your hours to the nearest 1/4 hour, e.g., 8.25, 7.75 etc.

2. "Sign" the time card by typing in your name in the appropriate field.

3. Save the file on your drive and name it similar to this format: "**John Smith time card w-e 9-27-2009**"

**When SAVING, don't just hit "Save" because it will overwrite your form / template file.**

4. Forward the file to your manager's e-mail as an attachment

5. Received file back from Supervisor

Now send to: Email [info@tyiseattle.com](mailto:info@tyiseattle.com)

Fax: (206) 386-4809

### Supervisor:

1. Approve / sign the time card by writing in your full name and title in the blue fields.

2. Send back to the employee

3. Employee will turn into TYI

Email [info@tyiseattle.com](mailto:info@tyiseattle.com)

Fax: (206) 386-4809

## CLIENT CUSTOMER AGREEMENT TERMS AND CONDITIONS

Customer understands that the employees of Temporarily Yours, Inc. are its most valuable asset, and hereby agree, by signing this agreement, to pay a fair and equitable liquidation fee in the event that the employee is hired by the client, their associates or affiliates, within 6 months of the date of the employee's first day of work. In the event of a client non-payment of contractor's invoices, client agrees to be responsible for all collection expenses, including reasonable attorney's fees, interest and court costs.

Customer understands and accepts responsibility for supervision of Temporarily Yours, Inc. (TYI) employees' work on their premises. Customer agrees to train in safety procedures as necessary for performance of the assignment, including disclosure of exposures to hazardous substances and related safety requirements. Customer assures use of necessary safety equipment by TYI employees. Customer hereby agrees to defend, indemnify and save TYI harmless from any and all fines, penalties and assessments, including reasonable attorney's fees incurred by TYI as a result of any violations or alleged violations or by any Federal, State or local law, regulation or ordinance relating to health and safety with respect to any premises owned or in the care, custody or control of customer and to which TYI employees are assigned.

Customer agrees that no insurance is afforded by TYI for physical loss or damage to customer's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) in the care, custody or control of TYI, its agents or employees and that TYI shall not be liable for physical loss or damage to said property or loss of said property caused by TYI, its agents or employees.

Also, the customer accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage incurred as a result of a TYI employee operating or driving any such machinery, equipment or vehicles.

Customer will not entrust TYI employees with the care, custody or control of premises, custody or control of cash, negotiable, valuables or other similar property, or authorize TYI employees to operate machinery, equipment or motor vehicles. It is understood and agreed that claims made under Commercial Blanket Bond must be reported in writing thirty (30) days of the occurrence, or TYI shall not be responsible for such claims.

**\*\*Liquidation Fee\*\*** We Understand that the employees of Temporarily Yours, Inc. are its most valuable asset, and we hereby agree, by signing this time slip, to pay a fair and equitable liquidation fee in the event that the above named employee is hired by us, our associates or affiliates, within 6 months of the date on this time slip. In the event of a client non-payment of contractor's invoices, client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs.

Customer in the event of any theft, error and omission resulting in negligence, the client agrees to prosecute and file all necessary actions. Temporarily Yours Inc. agrees to provide an acceptable background and credit check on all candidates selected for employment by said client.

Customer understands that the personnel supplied by TYI results from substantial expense incurred by advertising, screening, testing and training of its personnel. Therefore, in consideration of this service, customer agrees that if employee (named below) is employed by the contractor during a temporary assignment or within six months after the last assignment, customer will pay TYI a conversion fee of \$5000.00. Or, if said temporary has worked a minimum of 240 hours, customer will pay TYI a reduced conversion fee of \$2500.00. Or, said temporary will remain on TYI's payroll for a period of 480 working hours from date of written notification. Once said Temporary has accumulated 480 hours on Temporarily Yours Inc official payroll, client may choose to hire said temporary directly with no additional fees.

Should legal recourse be taken by TYI to enforce this agreement or any part herein, customer agrees and accepts that said client shall be liable for all attorney fees and all court costs.