

IMPORTANT INFORMATION ABOUT COMPLETING AND FAXING YOUR TIME SHEET

- Print neatly in black ink
- Complete, sign, and obtain required client signature.
- Fax on Friday to ensure prompt payment.
- Provide a copy to the client upon request.
- Keep original for your records.

Fax #: (530) 742-6829



Advanced Information Management

P.O. Box 660, Browns Valley, CA 95918-0660

Questions? Call (530) 742-6852

TIME SHEET

Week Ending Date (Friday)

CLIENT/COMPANY INFORMATION

Client/Company Name (Print)

Report To

Client Telephone Number
 _____ Ext. _____

Record time worked for one week only. Week begins on Saturday and ends on Friday. Enter time worked to nearest quarter hour (.00; .25; .50; .75).

DAY	DATES		Record time in and time out, including meals, to nearest quarter hour.				HOURS	
	MONTH	DAY	IN	Meal Break OUT	IN	OUT	REG.	O.T.*
SAT								
SUN								
MON								
TUE								
WED								
THUR								
FRI								
Other Hours (Specify): _____								
TOTAL TIME								

--Client Approval--

The hours as shown on this time sheet are correct. By signing this client approval, we agree to the terms of the **Conditions of Assignment** as stated below:

Client/Company Signature

AIM EMPLOYEE

Employee's Name (Print)

I certify that the days shown on this time sheet are correct and were worked by me:

Employee's Signature

Is the employee returning to assignment? Yes No

Anticipated end date? _____

Conditions of Assignment

Our employee is assigned to you under the following terms:

1. The person assigned is an employee of Advanced Information Management (AIM) and shall not be deemed to be your employee. As the employer, AIM assumes many employer responsibilities, including providing workers' compensation insurance and complying with all federal, state, and local employer requirements.
2. AIM's workweek begins on Saturday and ends on Friday. An AIM employee's straight time hours are based on this workweek schedule. AIM requires a minimum billing of two hours per day and eight hours per week.
3. A paid 10-minute **rest period** is earned and **MUST** be taken for every four hours worked by the employee. Rest periods should be taken in the middle of the work period. Since this is a short rest period and it is paid, it is not recorded on the time sheet. A **meal break** is earned and **MUST** be taken whenever an employee works more than five hours in a day, unless the total number of hours worked **DO NOT** exceed six and the employee waives, in writing, the meal period. Typically, meal breaks are anywhere from a minimum of 30 minutes to a maximum of 60 minutes and occur in the middle of the work day. Meal breaks must be recorded on the time sheet.
4. Legally required overtime will be billed at the same multiple as is required to be paid (e.g., one and one-half times the billing rate for overtime that must be paid to an employee at time and a half). *As of January 1, 2000, overtime in the state of California constitutes any and all time worked over 8 hours in a day or 40 hours in a work week. **Note:** Other schedules can result in overtime. Prior authorization from both AIM and the client must be obtained before working overtime.
5. Our employee will present a time sheet to you or your representative for verification and signature at the end of each week. Your signature thereon indicates your acknowledgement of all the **Conditions of Assignment**. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total worked. A corresponding copy of the time sheet will be provided with each invoice sent. Because AIM's invoices reflect payroll already paid, our invoices are due upon receipt.
6. After you evaluate the performance and potential of our employee on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled personnel and in the event you wish them converted to your employ, you agree to pay a placement fee. The placement fee for all AIM employees is a percentage of the full-time equivalent annual salary regardless of whether the position is part-time or full-time.
7. A placement fee is payable if you hire our assigned employee within six months after the last day of the assignment. A placement fee is applicable if our assigned employee is hired by a subsidiary or other related company or business as a result of your referral of our employee to that company.
8. Supervision of an AIM employee's work on your premises (or wherever you assign the employee) is your responsibility. AIM must be notified immediately about any work or safety concerns regarding our employee.
9. AIM employees should not drive motor vehicles for work purposes without notifying AIM and receiving written approval.
10. Each invoice will evidence a separate and distinct contract. Unless otherwise prohibited by the law of the state where this placement occurred, in the event that you fail to pay the charges of AIM when due, then you agree to pay all costs of collection of AIM, including reasonable attorney's fees, whether or not suit is initiated.
11. The **Conditions of Assignment** herein supercede all other conditions on previously dated literature.