



# TEMPORARY EMPLOYEE TIMESHEET

OFFICE : | \_/ LA \_/SF

TALENT NAME : .....

LAST 4-DIGITS of SS N° : .....

WEEK ENDING DATE : | \_/ \_/ \_/ (e.g. Sunday 04/09/06)

CLIENT NAME : .....

SUPERVISOR NAME : .....

\_/ PRINT | \_/ production    \_/ art direction    \_/ broadcast  
 \_/ WEB    | \_/ design            \_/ programming    \_/ other .....

ASSIGNMENT : | \_/ IS COMPLETE  
 \_/ WILL CONTINUE NEXT WEEK

	DATE	JOB DESCRIPTION and / or P.O. N°	TIME IN	TIME OUT	(-) LUNCH	REG. HRS	OT HRS	DT HRS	TOTAL
MON			:	:	:				
TUE			:	:	:				
WED			:	:	:				
THU			:	:	:				
FRI			:	:	:				
SAT			:	:	:				
SUN			:	:	:				
TOTAL WEEKLY HOURS									

By signing below, I certify that all hours and totals shown are correct. I understand that an incomplete or un-signed timesheet will delay my payment. I also understand that a client signature below is required for this timesheet to be processed for payment.

TALENT SIGNATURE : ..... DATE : .....

**MATERIALS:** When applicable, there will be a 20% handling fee for materials. All items must be pre-approved by Client and Artisan Creative.

**OVERTIME(OT) AND DOUBLETIME(DT):** Hours worked for the same client in excess of 8 regular hours per day (up to and including 12 hours in a workday), and 40 regular hours in a work week, and the first 8 regular hours worked on the 7th consecutive workday in a workweek, will be billed at 1.5X the regular billing rate. Hours worked past 12 total hours in any workday, or past 8 overtime hours on the 7th consecutive day worked in a workweek, will be billed at 2X the regular billing rate. Please call Artisan Creative Human Resources with any questions.

**LUNCH:** In compliance with CA Labor Code, all non exempt hourly employees, working more than 5 consecutive hours, are required to take a 30-minute meal break (unless the work day will be completed within 6 hours). Employees working more than 10 consecutive hours are required to take at least two 30-minute meal breaks (unless the work day will be completed within 12 hours.) Meal breaks must be documented on this timesheet.

**CLIENT AGREES:** 1. Client will be billed for hours and materials listed above. Note that Employees are available to work a minimum of 4 hours a day. Work completed in less than 4 hours per day may be billed at 4 hours per day. 2. All Employees are paid by Artisan Creative. Client must not pay our Employees directly. 3. Employees may be contracted for employment through Artisan Creative only. 4. In order to hire the Employee directly, Client must first contact Artisan Creative. There is a placement fee of the negotiated annual salary.

By signing below, I certify that I understand and agree to the terms of this document and that I am authorized to sign on my company's behalf. The hours shown are correct and work was done to satisfaction. I authorize payment for the hours listed above.

SUPERVISOR SIGNATURE : .....  
 SUPERVISOR NAME (Please Print) : ..... DATE : .....

FOR INTERNAL USE ONLY
PO # : .....
INV # : .....

**NOTICE:** Please fax immediately upon signing. This is not a bill. FOR VERIFICATION ONLY. Compensation is dependent upon return.

**CONDITIONS OF SERVICE**

- 1> Artisan Creative ("COMPANY") reserves the sole right to establish compensation for its Employees and assumes responsibility for payment of such compensation, and Workers' Compensation insurance, except where specifically imposed by law on CLIENT, and when applicable.
- 2> CLIENT agrees that Employees are assigned to CLIENT to render temporary services and without agreement to the contrary are not assigned to become employed by CLIENT. CLIENT acknowledges the considerable expense incurred by COMPANY to advertise, recruit, evaluate, and quality control its Employees. CLIENT will not, without the written consent of COMPANY, hire a COMPANY Employee to transfer to another agency. Should any of the aforesaid occur, CLIENT agrees to pay COMPANY'S permanent placement fee.
- 3> CLIENT agrees that it will not utilize COMPANY Employees to operate machinery, equipment or vehicles not covered by CLIENT'S liability and property damage insurance without prior written consent of COMPANY.
- 4> CLIENT agrees to defend, indemnify, release, and hold harmless COMPANY from any claims, damages or penalties, attorneys' fees, or property damage arising out of the use or operation of CLIENT'S owned, non-owned, or leased vehicles, machinery or equipment by COMPANY Employees; the use or operation of COMPANY Employee's own vehicle while on assignment to CLIENT; from any claims of or on behalf of COMPANY Employees (including Workers' Compensation claims) brought by virtue of their contract. It is the intent of COMPANY and CLIENT that CLIENT'S obligation to defend, indemnify, release, and hold harmless COMPANY extend to COMPANY'S own negligence.