Employee Time Sheet

RECITALS: Client ("Client") desires that **A to Zen Staffing & Payroll Service, LLC. (A to Zen)** furnish services performed by A to Zen's Employees ("Employees")

PAYROLL TAXES AND WORKERS COMPENSATION INSURANCE: A to Zen shall be responsible for payroll taxes and Worker's Compensation Insurance for its Employees.

INDEMNIFICATION: Employees shall be solely under Client's care, custody and control; therefore, Client will indemnify, defend, and hold A to Zen and its officers, directors and owners ("Indemnities") harmless from losses and claims arising from tasks performed by Employees including, but not limited to, the operation of any type of vehicle or equipment, unsafe work-site conditions or any violation of government regulations by Client. In the event the undersigned fails to so defend and/or indemnify and save harmless, then in such instance the Indemnitees shall have full rights to defend, pay or settle said claim on their behalf without notice to the undersigned for all fees, costs, expenses, and payments made or agreed to be paid to discharge said claim.

RELEASE OF EMPLOYEES TO CLIENT: If Client or its affiliate elects to directly or indirectly hire or contract with any Employee introduced to Client by A to Zen it may do so by exercising one of the following options:

1. TEMP-TO-HIRE: **A to Zen** will, at Client's request, consent to Client hiring **A to Zen** Employee after 520 hours billed to Client at A to Zen's hourly bill rate for the Employee. The release of Employee to Client shall be at no additional fee to Client and shall be subject to Client's payment of outstanding balances owed to A to Zen.
2. BUYOUT: **A to Zen** will, at Client's request, consent to Client hiring A to Zen's Employee prior to the completion of 520 hours billed to Client subject to payment to **A to Zen** of a buyout fee of 25% of the hourly Bill Rate for the Employee for the remainder of the 520 hours. The release shall be subject to Client's payment of outstanding balances owed to A to Zen.

PAYMENT: Invoices are due upon receipt. If the full amount of any invoice is not paid within 5 days of its due date, Client will pay a late charge of 18% of the unpaid balance owed to A to Zen plus all collection, attorney and court costs. Client and Guarantors authorize A to Zen and its assigns to investigate their credit histories.

ASSIGNMENT: Client may not assign or transfer its liabilities or rights under this agreement. Without limiting the foregoing, this agreement shall bind the parties and their assigns, heirs, executors, administrators and successors.

ENTIRE AGREEMENT: This is the entire agreement between parties. All prior representations or understandings are superseded and merged herein. This agreement shall not be modified except in writing signed by both parties.

Sunday through Saturday pay period		**# of hours worked**
	Date	**(Nearest 1/4 hour)**
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
TOTAL REGULAR HOURS ⇨		
TOTAL HOURS OVER 40 ⇨		

A TO ZEN
Staffing & Payroll Service, LLC

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By signing, Client agrees to the terms above, accepts the work performed by Employee, and guarantees the accuracy of the hours recorded herein.

COMPANY (CLIENT) SIGNATURE DATE

PRINT COMPANY NAME

Employee swears the hours recorded herein are correct and that he/she was not injured during those, or any previous, hours that he/she was employed at A to Zen.

EMPLOLYEE SIGNATURE DATE

PRINT EMPLOYEE NAME

☐ **MAIL MY CHECK** ☐ **DIRECT DEPOSIT**