



## Timesheet and Conversion Policy

<b>CLIENT NAME</b>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUPERVISOR / MANAGER</b>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>CANDIDATE NAME</b>														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SOCIAL SECURITY NUMBER (last 4 numbers)</b>							<b>PHONE NUMBER</b>							
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>									

	DATES		REGULAR TIME		OVERTIME Time and OneHalf		OVERTIME Double Time	
	MONTH	DAY	HOURS	¼ HR.	HOURS	¼ HR.	HOURS	¼ HR.
MON								
TUES								
WED								
THUR								
FRI								
SAT								
SUN								
<b>TOTAL TIME &gt;&gt;&gt;</b>			REGULAR TIME		OVERTIME		DOUBLE TIME	

**Email Timecard to:**  
[timecards@tbridgeusa.com](mailto:timecards@tbridgeusa.com)

**Fax Timecard To:**  
**704-973-0887**

**Client Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
 By signing above I hereby understand and agree to the terms and conditions stated

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 I agree that the hours recorded on this time card are correct

**POLICIES**

We (the client) understand that the supervision of the assigned Talent Bridge employee for the agreed upon duties is our (the client) responsibility. We agree not to authorize any Talent Bridge employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's Release Form supplied by the Talent Bridge office. We agree to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by a Talent Bridge employee while said employee is operating any of the aforementioned vehicles or equipment or while operating machinery.

We agree not to entrust any Talent Bridge employee with cash, negotiable instruments, or other valuable property without written permission from Talent Bridge. Without such prior permission we accept full responsibility for any loss or liability caused or incurred by a Talent Bridge employee while handling cash, negotiables, or other valuables. In any event, we (the client) will accept full responsibility for and hold Talent Bridge harmless from any cash shortages which occur for any reason other than proven dishonesty of a Talent Bridge employee.

We (the client) understand that the temporary help supplied by Talent Bridge is the result of substantial expense on the part of Talent Bridge in terms of time and money spent for the advertising, screening, testing, and training of its personnel. Therefore, in consideration for this service, we (the client) agree that if any employee named herein is employed by us, our associates or affiliates (either as a salaried employee or as an independent contractor) or is working on our premises but is employed by an employee leasing company or other temporary help agency within one year after the temporary assignment ends, we will pay to Talent Bridge a settlement fee equal to Talent Bridge's permanent placement fee of 25% of annual compensation.

**BILLING**

Our employee will present a timecard to his or her on-site client supervisor for confirmation and authorization at the end of the week. Their authorization indicates your company's acceptance of all of the terms and conditions contained therein. Talent Bridge pays its employees on a weekly basis; therefore you will be billed on a weekly basis at the agreed upon rate. You agree that your payment is due upon receipt of invoice. Overtime hours will be billed at a one-and-one half times the straight hourly bill rate. The bill rate charged is based on the amount of experience necessary to perform functions of the assignment and not the amount of experience of our employee. Our employee maybe used for other assignments within your company; the hourly bill rate may change to reflect experience needed to complete the assignment. In the event that you fail to pay the charges of Talent Bridge when due, you shall pay all costs of collections of Talent Bridge including reasonable attorneys fees.

**CONVERSION FEE POLICY**

After evaluating the performance of our employee on the job, you may wish to hire the individual directly. Our conversion fee policy is a one-time payment. Our conversion placement fee schedule is based upon our usual direct hire fee of 25% of Annual Compensation.

Talent Bridge is an equal opportunity employer and will consider applicants for all positions without regard to race, color, national origin/ancestry, sex, religion, age, disability, military service status, marital status, or any other legally protected status. Personal information given by Talent Bridge on its employees is highly confidential and for the client's confidential personnel use only. You agree to indemnify and hold Talent Bridge harmless from and against any claim, litigation, liability, or expense of any kind, including but not limited to attorneys' fees which at any time is asserted against Talent Bridge which arises out of or is based upon the assignment of one of Talent Bridge's employees to your company. This indemnification does not include a claim which arises from or relates to an employment decision, which is exclusively within the control of Talent Bridge.