



Employee Weekly Time Sheet

Employee _____
 Company _____
 Jobsite _____
 PO # _____

Please fax or e-mail time sheets

☎: (720) 923-5993 ✉: payroll@saenzstaffing.com

Time sheets must be submitted no later than 10am on Monday the following week

Day	Date	Time In	Time Out	Lunch	Time In	Time Out	Total Hours
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Returning to the project next week? ☐ Yes ☐ No							Weekly Total

Employee Signature

Date

I certify that all the hours shown are correct for the work I have performed.

Supervisor Signature

Date

I certify that the hours shown are correct, and agree to the conditions stated on the back of the timesheet.

Denver Metro ☎: (720) 923-5993 | 1395 S Sheridan Blvd. Unit H. Lakewood, CO 80232

Saenz Staffing Services LLC ("Saenz Staffing") will provide Client with employees according to Client's requirements. Client agrees that it is at all times responsible for Employee supervision, control, and work quality. Keeping our employees safe is our number one priority. Blueprint is a service provider, and not a General Contractor. It is Client's responsibility to supervise Blueprint employees and to assign them to duties that are consistent with their skill level. The operation of motorized vehicles will only be allowed with an insurance policy naming Blueprint as an additional insure.

Saenz Staffing will determine employee's wages and benefits, and assume responsibility for employee's wage payment, related withholding and payroll taxes, and the maintenance of employee Workers' Compensation insurance, as required by state law. Client agrees to pay Saenz Staffing for the services provided based upon the stated billing rates for the employees used. Saenz Staffing will bill the Client weekly, and Client agrees that payment will become due within 7 days of mailing. Late charges will apply at 10% per month.

In the case of a dispute over an invoice, Client has 7 days to inform Saenz Staffing of the dispute in writing. In the case of unsatisfactory work by an employee, you must notify Saenz Staffing within the first day of the employee's assignment. If the Client uses the services of any Saenz Staffing employee as a direct employee, independent contractor, or through any other firm other than Saenz Staffing, within 6 months after the employee's assignment has ended, Client must notify Saenz Staffing in writing and continue the employee's assignment through Saenz Staffing for the following 6 months or pay a fee of 150 times the bill rate for that employee.

As part of the Service Agreement application process, Saenz Staffing will obtain a credit report relative to the Client. By executing this Agreement, Client authorizes Blueprint to obtain such a credit history. If, in Saenz Staffing's discretion, such credit report is poor, this Agreement will be void.

This agreement is binding with the signature of Client's duly authorized representative, and will prevail over any other agreement. If action is brought to enforce this agreement, the prevailing party is entitled to recover attorney's fee and cost.

On behalf of Client, I acknowledge and agree to the terms of this Saenz Staffing Services, LLC Service Agreement. I certify that the statements and information supplied herein are truthful and accurate to the best of my knowledge. I further certify that I have authorization and authority to execute this Agreement on behalf of Client.