



FILL IN:	MON	TUES	WED	THURS	FRI	SAT	SUN		
DATE									
TIME STARTED								Client/Company Name (do not abbreviate)	
LESS LUNCH								Work Address	
TIME FINISHED								City State Zip	
HOURS WORKED								City State Zip	
Employee Name (Print)						Total Hours for the Week			
Employee signature indicates acceptance of the terms and conditions below.						Hours		Minutes	
						Employee Signature X			
Employee No.						BELOW FOR TODAYS' USE ONLY			
						Branch Number		Assignment No. (leading zeros not required)	
						Week Ending		W/E date correct? Only one W/E per time sheet. Are hours added correctly? Does Assignment Number Match Client?	
BELOW FOR TODAYS' USE ONLY									
Pay Hrs.	OT Pay Hrs.	Bill Hrs.	OT Bill Hrs.	Parking \$					

MAKE COPY AND LEAVE WITH SUPERVISOR

Employee Agreement

I certify that the information given is a true account of the hours worked by me during the week indicated. I also acknowledge that I am aware of the Todays Office Professionals Employee Handbook available from any branch office, and I will abide by all policies and procedures contained within it. I will also contact the Todays office upon completion of this assignment to notify them of my future availability. I understand that if I fail to contact the Todays office upon completion of this assignment, I will be considered to have left work voluntarily, without cause, and unemployment benefits may be denied.

I also acknowledge that I have elected to receive my pay through either direct deposit or a prefunded PayCard. I acknowledge that my pay stub information will be made available to me both through a secure Web site and by telephone which also allows me to receive a printout of my pay stub by fax. I understand that I may use the telephone and fax machine at my local Todays office to obtain a faxed printout of my pay stub if desired.

Client Agreement

The signature of a Client representative will evidence Client's agreement to and acceptance of the terms set forth below. Client's signature also confirms that the hours reported in the time sheet were worked by the named Todays employee and that all work was performed under client's direction and supervision and to Client's satisfaction.

Client will comply with all laws applicable to its business relationship with Todays and Todays employees, including, without limitation, all laws related to employment discrimination or harassment. Client is responsible for the safety of its workplace.

Client will not give any Todays employee custody or control of any cash during an assignment and will not permit any Todays employee to operate a motor vehicle during an assignment. Client assumes full responsibility for, and will indemnify and hold Todays harmless from and against any claim, demand, loss, expense or liability which may in any way arise from any breach by the Client of the preceding sentence.

Client will closely supervise and monitor any Todays employee who is given access to negotiable instruments, checks, money orders, credit cards, valuables, or sensitive personal, credit or bank account information during an assignment and will report any incident of employee dishonesty or misconduct to Todays immediately upon discovery.

Without limiting the preceding two paragraphs, except to the extent caused by Todays' negligent hiring or negligent referral, Client assumes all responsibility for, and will indemnify and hold Todays harmless from and against any claim, demand, loss, expense or liability which in any way may arise from any act, error or omission of a Todays employee while assigned to Client (other than those physical injuries to Todays employees to the extent covered by Todays' workers' compensation insurance.)

Client agrees to pay Todays the agreed hourly rate for all hours worked by each Todays employee assigned to Client. Payment is due upon receipt of Todays' invoice. If client directly hires or otherwise secures the services of a Todays employee during or within six months following the employee's assignment, Client will pay the applicable fee set forth on the Todays fee agreement. Client agrees to the terms of the fee agreement, a copy of which may be obtained from any Todays branch office.

Where Client directly hires or otherwise secures the services of a Todays employee (i) Client's decision will be based on Client's independent determination that the employee is suitable and qualified, (ii) Todays shall have no ongoing responsibility or liability for the acts or omissions of its former employee, (iii) client will hold Todays harmless from all such acts or omissions of its former employee, and (iv) Client shall be deemed to have waived all claims against Todays relating to the employee, including, without limitation, any claim for negligent referral, negligent hiring, negligent misrepresentation or fraud.