

TIME SHEET

Dental Staffing Solutions

Let Us Do the Legwork for You!

PO BOX 21524
 St. Petersburg, FL 33742-1524
 (727)547-8233 (813)877-8233
 Fax 1-877-546-4431 (toll free)
admin@dentalstaffingsolutions.com
www.dentalstaffingsolutions.com

Last 4 digits SSN: _____

Employee Name: _____

Client/Dentist Name: _____

Client Address: _____

Date	Start Time	End Time	Lunch	Total Hrs.
WEEKLY TOTALS:				

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

IMPORTANT: BY EXECUTING THIS FORM, THE EMPLOYEE AND THE CLIENT/DENTIST AGREES TO TERMS AND CONDITIONS HEREIN; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

TEMPORARY WORKER INFORMATION

- (1) **Recording Your Time.** Report all time to the nearest ¼ hour. Do not show odd minutes.
- (2) **Lunch.** Your lunch period will be determined by supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of ½ hour for lunch.
- (3) **Absence – Call DSS At Once.** We will contact the Client/Dentist. If you will be out for a number of days it will be

up to the Client/Dentist to decide on replacing you or awaiting your return.

- (4) **Never Call Our Client/Dentist.** When you are late, or if you cannot work the assigned hours, or if you won't be able to report to work, Call DSS.
- (5) **Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.

CLIENT/DENTIST INFORMATION

Client/Dentist, individually or by and through its representative, hereby agrees that Dental Staffing Solutions and DM Employer Services (hereinafter collectively referred to as "DSS"):

- (1) DSS incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee/independent contractor ("Temporary Worker") named herein.
- (2) Client/Dentist shall not directly contact any Temporary Worker assigned by DSS for any reason, without prior consent by DSS. All contact with Temporary Worker shall be made through DSS.
- (3) Client/Dentist agrees that if Client/Dentist hires Temporary Worker within ONE YEAR after this date, without agreement from Contractor, Client/Dentist will pay DSS's placement fee(s).
- (4) Client/Dentist certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner.
(*DAILY MINIMUM IS FOUR (4) HOURS UNLESS OTHERWISE AGREED BY CLIENT/DENTIST AND DSS).
- (5) Client/Dentist confirms the prior agreement between DSS and Client/Dentist with respect to the services performed hereunder and any future services.
- (6) Client/Dentist has not and shall not in the future without prior written permission from DSS in each instance: (i) entrust Temporary Worker with unattended premises, cash, negotiable instruments, or other valuables or authorize Temporary Worker to operate machinery or motor vehicles; (ii) assign Temporary Worker to perform work other than that described at the time Client/Dentist placed the job order.
- (7) DSS is not liable, under any circumstances, for loss or damage caused by Temporary Worker operating Client/Dentist owned/leased motor vehicle(s) or medical/dental equipment, and therefore Client/Dentist accepts full responsibility for claims including all costs and fees associated with the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of the Temporary Worker driving such vehicle(s), or arising out of or involving violation by Client/Dentist of paragraph 5(i) or 5 (ii), above.
- (8) DSS is not responsible for claims for damage to property within the Client/Dentist or Temporary Worker's care, custody and control.
- (9) In the event the Client/Dentist's non-payment of Contractor's invoices, Client/Dentist agrees to be responsible for all collection expenses, including attorney's fees, interest and court cost.
- (10) Client/Dentist accepts the obligation to discuss all matters concerning Temporary Worker, including without limitation, Temporary Worker's job assignments, wages and payroll procedures with Contractor and not with Temporary Worker directly.
- (11) Client/Dentist will pay Temporary Worker the **SAME DAY** Temporary Worker works on assignment from DSS the agreed upon hourly wages unless other arrangements have been made with DSS and Temporary Worker prior to assignment.
- (12) Client/Dentist shall indemnify and hold DSS, its employees, subsidiaries, affiliates and agents, harmless from any and all claims and damages arising out of Client/Dentist's violation of employment laws including, without limitation, OSHA, EEO, and immigration laws.