

DAL Global Services

A wholly owned subsidiary of Delta Air Lines, Inc.

Suite 100, 1007 Virginia Avenue, Atlanta, Georgia 30354-1325

Employee Time Sheet

Current Work Order No.		Week Ending Sunday			Employee		
		Month	Day	Year	Last	First	Middle
Delta Staffing Services		Social Security Number			Have You Moved Lately?		
Office Code	Office Name			-			If you have an address or phone number change, please call DSS immediately at (404) 715-4300 to inform us.
	Date	Time Started	Time Finished	Less Lunch	Hours Worked		
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours Worked for Week (to nearest quarter hour)							
Straight Time Hours		Over-Time Hours	Double Time Hours				
Reimbursable Expenses		Advances					

I certify that the hours shown were worked by me during the week indicated. I understand that I am to contact Delta Staffing Services office after completing an assignment.

Employee Signature X _____

Customer Name		Dept. No.
Customer approval indicates acceptance of the terms and conditions on the reverse side. Total hours worked for the week before signing. Assignment completed? [] Yes [] No		
Customer Signature	Title	
X		

Employee Instructions - Fill out completely

1. Please **press hard** - you are making 4 copies
2. Customer **must** sign
3. **Leave** back copy with customer
4. Send **White & Yellow** copies to Delta Staffing Services office
5. **Keep Pink** copy for your records
6. Time sheets must be in DSS drop box by 9:00 a.m. on Mondays

Client Agreement

NOTICE: ANY AGREEMENT BY DELTA STAFFING SERVICES, INC. (HEREINAFTER REFERRED TO AS DSS) TO PROVIDE PERSONNEL OR PERSONNEL SERVICES TO ANY CLIENT IS EXPRESSLY CONTINGENT AND CONDITIONED UPON THE CLIENT'S AGREEMENT TO AND COMPLIANCE WITH THE TERMS SET FORTH BELOW. YOUR SIGNATURE ON THE REVERSE OF THIS FORM CONFIRMS YOUR AGREEMENT TO BE BOUND BY THESE TERMS.

By signing this form on the reverse side, the Client agrees that:

1. The individual signing this timesheet is an authorized representative of the Client company and hereby certifies that the hours worked as indicated on the front side of this timesheet are true and correct and that the work was performed in a satisfactory manner.
2. The Client acknowledges and agrees that DSS has provided a valuable service to the Client in providing the named employee for the Client's use; and that in consideration for such services the Client will not hire, employ, or utilize the services of such employee except in compliance with the terms of this Agreement.
3. The supervision and day-to-day control of the assigned DSS employee for the agreed upon duties is solely the Client's responsibility. Notwithstanding the preceding, Client agrees not to request, require or permit the assigned DSS employee to operate any type of motor vehicle while performing any duties for Client.
4. The Client agrees that no insurance is afforded by DSS for physical loss or damage to the Client's machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of DSS, its agents or employees. Also, the Client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage incurred as a result of a DSS employee driving or using such vehicles and equipment.
5. The Client will not entrust DSS employees with the care, custody, or control of cash, negotiable instruments, valuables, or other similar property, or provide such employees with signature authority upon any of Client's accounts, or that if it does so, it does so at the Client's own risk. It is understood and agreed that claims made under the Commercial Blanket Bond must be reported in writing to DSS within ten (10) days after discovery of the occurrence of any loss subject to such bond.
6. This DSS employee is compensated on a weekly basis. Therefore, the Client will be billed weekly. Payment will be due upon receipt of the invoice. The Client will be billed for the hours shown on the front side of the timesheet at the agreed upon rate. Overtime hours will be billed at one-and-one-half times the straight time billing rate. In the event that the Client fails to pay the charges of DSS (whether for temporary services or settlement fee) when due, the Client agrees to pay all collection and/or litigation costs, including reasonable attorneys' fees as allowed by law.
7. The Client agrees that utilization of the above-named employee on either a temporary or permanent basis within six (6) months from the date on the timesheet will only be through DSS, or subject to DSS' prior written agreement and payment of DSS' settlement fees. If the Client desires to hire this person on a permanent basis, absent DSS' written agreement to the contrary, it is agreed that notification of this intent will be given to DSS, and that the person will remain on DSS' payroll for a period of at least sixteen (16) weeks from the date of the notification.
8. By signing this form, the Client warrants that the Client is in compliance with all laws, rules, and regulations of all duly constituted governmental bodies concerning DSS and use of its employees and personnel services, including but not limited to any and all requirements of the Occupational Safety and Health Act as it relates to premises owned or controlled by the Client and to which employees may be assigned, and the Client agrees to indemnify and hold harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against DSS by reason of the Client's failure to comply with such laws, rules, and regulations.
9. DSS is an equal opportunity employer. By signing this form, the Client warrants and agrees that it will not discriminate against the named employee or any employee of DSS on the basis of age, race, sex, marital status, religion, national origin, disability status, or any other unlawful criteria, and the Client agrees that it will hold DSS harmless and indemnify DSS from and for any and all claims by this or any other DSS employee for unlawful discrimination.
10. This Agreement shall be binding upon the Client, its subsidiaries, affiliates, partners, officers, directors, shareholders, coventurers, contractors, subcontractors, agents, representatives, and employees.