



• ALL • ABOUT • PEOPLE •®

CORPORATE HEADQUARTERS
2141 East Camelback Road
Suite 105
Phoenix, Arizona 85016
Tel: (866) 836-6786
Fax: (602) 955-6646

**Please fax completed and
approved time cards no later than
8:00am each Monday. Email
payroll@allaboutpeople.net
to confirm receipt.**

All About People Terms & Conditions

As an authorized representative of the client company (Client), the individual signing this time sheet verifies and warrants that the hours worked as indicated are correct and that work was performed in a satisfactory manner. For the services of All About People, Inc. (AAP) employee whose name appears on this timesheet, AAP will invoice Client at the hourly rate quoted. Overtime, if any, will be billed according to state law. A 4-hour minimum will be billed per employee per day. The AAP employee is assigned to Client under the following terms and conditions listed below:

EMPLOYEE NAME	W/E DATE (SUNDAY)
PHONE NUMBER (where you can be reached at the company site)	SOCIAL SECURITY NUMBER
CLIENT NAME	DEPARTMENT
REPORT TO	TITLE

DAY	Month/Day	Start Time*	Finish Time*	Minus Lunch*	Regular Hours*	O/T Hours*	Total Hours Worked*
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
* Round off to the nearest 1/4 hour				Total Hours:			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I have been extended				<input type="checkbox"/> Hold in Office <input type="checkbox"/> Mail <input type="checkbox"/> Direct Deposit			

- 1) The person assigned is an employee of AAP and shall not be deemed to be a Client employee. AAP warrants that its employees are covered by workers' compensation insurance and AAP assumes all responsibility to pay all applicable Federal, State, and Local withholding taxes, Social Security, and all other like charges.
- 2) Supervision of AAP employee, and his/her work for Client, is Client's responsibility, and Client shall be responsible to provide a safe, harassment-free and discrimination-free workplace, and provide any necessary and appropriate equipment and safety training for that equipment. Client is to immediately report to AAP any violations of these provisions, as well as report any injuries or complaints by AAP employee. Client shall defend, and indemnify and hold AAP harmless from any and all claims that may arise as a result of Client's actual or alleged breach of these provisions. The prevailing party in any dispute over the applicability or breach of this paragraph will be entitled to its reasonable attorney's fees incurred in such dispute. Proper venue for any action based on a contract entered into in Arizona will be Maricopa County.
- 3) AAP compensates assigned employees on a weekly basis and invoices weekly for the total hours worked. Because AAP invoices reflect payroll we have already paid, our invoices are due upon receipt. Invoices not paid within 30 days of receipt are subject to a service charge of 2% per month (24% per year). Each invoice is a distinct contract, severable from any other.
- 4) Client further understands that AAP is an employment firm. Temporary and contract employees represent our inventory of skilled professionals. As a result of substantial expense in terms of time and money spent for advertising, screening and testing, Assigned Employee must work 720 hours on AAP's payroll before converting to Client's payroll. In the event that Client hires or engages as an independent contractor any Assigned Employee prior to such 720 hour period, Client shall pay to AAP an amount equal to a one percent per thousand placement fee (capped at 25 percent) or a prorated amount based upon hours completed on assignment. In the event Client wishes AAP employees converted to Client's employ, Client agrees to contact AAP regarding AAP policy before the conversion. Client agrees to pay the same conversion fee if the employee assigned is hired by a subsidiary or related company as a result of Client's referral of the AAP employee to that company. The conversion fee applies if, within one year of the last day of the employee's assignment with Client, Client hires an AAP employee assigned to Client, regardless of employment classification, on either a regular or temporary basis (including temporary assignments through another source), or employed directly on a consulting basis, or as a contract employee.
- 5) In the event Client fails to pay AAP's fees and/or charges when due (whether for temporary services or contract services or conversion fees or direct hire fees) Client agrees to pay all collection costs and if litigation is commenced, Client agrees to pay AAP all litigation costs plus reasonable attorney's fees.
- 6) Client will not entrust AAP employees with the handling of cash, negotiable instruments or other valuables without prior written consent of AAP, and then only when the employee's specific duties necessitate such activities. Client agrees that AAP will not be responsible for claims made under AAP's fidelity bond unless such claims are made in writing to AAP within ten (10) working days after discovery.
- 7) Client hereby warrants that Client is in full compliance with all laws, rules and regulations of duly constituted governmental bodies concerning AAP employees or any other employee.

We verify that all hours are correct. Client approval includes acceptance of the terms and condition listed below.

NOTE: Timecards will not be processed without Client's approval or your paycheck may be delayed.

CLIENT SIGNATURE

EMPLOYEE SIGNATURE

PRINT NAME

PRINT NAME

CONTACT NUMBER

CONTACT NUMBER