



Employer of Record
LA Leasing dba Anodes Solutions
 612 Valley View Drive
 Moline, IL 61265

Managing Partner
 14100 San Pedro, Suite 420
 San Antonio, TX 78232
 210.805.9920 / 210.805.9716 fax



PLEASE SUBMIT TIME CARD TO TRINITY STAFFING

EMPLOYEE NAME:				SSN:			AUTHORIZATION FOR PAYMENT		
CLIENT NAME:							Notice to Client & Employee. Your signature constitutes authorization of payment and invoices for the total hours worked.		
ADDRESS:									
CITY, STATE ZIP:							<input type="checkbox"/> CLIENT. Employee reported a work-related injury during this pay period.		
WEEK ENDING:							<input type="checkbox"/> EMPLOYEE. You sustained a work-related injury during this pay period.		
							<input type="checkbox"/> HOLD MY CHECK. <input type="checkbox"/> MAIL MY CHECK.		
DATE	DAY OF WK	IN	OUT	IN	OUT	HRS WORKED	EMPLOYEE SIGNATURE:		
	Monday						DATE:		
	Tuesday						CLIENT SIGNATURE:		
	Wednesday						DATE:		
	Thursday						EMPLOYEE INFORMATION		
	Friday						1. REPORTING TIME. Report time worked to the nearest ¼ hour. Do not show odd minutes.		
	Saturday						2. OVERTIME. All authorized work you perform in excess of 40 hours per week (Monday through Sunday) will be at time and one-half the regular rate. You are permitted to work overtime only if the Client requests and approves such work. Approval must be obtained from Contractor by the Client before overtime can be authorized.		
	Sunday						3. ABSENCE. Call Trinity Staffing at once. We will contact the Client. If you will be out for a number of days it will be up to the Client to decide on replacing you or waiting your return. Never call the Client without our permission.		
HOURS	Regular		Overtime			TOTAL	4. LUNCH. Your lunch period will be determined by your supervisor. If you work a full day, the law requires you to take a minimum of 1/2 hour for lunch.		
CLIENT INFORMATION:							5. FUTURE ASSIGNMENTS. If you do not come to the Trinity Staffing office to sign the Availability Log within 24 hrs following the close of our assignment, we will assume that you are not available for work.		
Client named above hereby agrees that LA Leasing dba Anodes Solutions and Trinity Staffing, Managing Partner, hereinafter referred to as Contractor:									
1. Contractor incurs substantial recruiting, screening, administrative and marketing expenses in connection with the above named temporary employees. Client agrees to pay Contractor upon receipt of invoice. If Client hires the employee within 90 days after this date, without agreement from Contractor, Client will pay Contractor's conversion charge.									
2. Client certifies that the time set forth as hours worked is correct and that work was performed in a satisfactory manner.									
3. Client has not and shall not in the future without prior written permission from the Contractor in each instance: (i) entrust Employees with unattended premises, cash, negotiable instruments, or other valuables or authorize employees to operate machinery or motor vehicles, (ii) assign Employees to perform work other than that described at the time Client placed the job order.									
4. Contractor's insurance does not cover loss or damage caused by Employees operating Client's own or leased motor vehicle(s), and Client, therefore, accepts full responsibility for claims, including the defense thereof, involving bodily injury property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employees driving such vehicle(s), or arising out of or involving violation by Client of paragraph 3 (i) or 3 (ii) above.									
5. Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after occurrence.									
6. Contractor is not responsible for claims for damage to property within Contractor's or Employee's care, custody & control.									
7. In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs.									
8. Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws, including without limitation, OSHA and EEO and immigration laws.									
9. Client acknowledges that Contractor is an Equal Opportunity Employer. Client acknowledges and agrees that Client has sole responsibility to provide a safe and harassment free work place. In the event a complaint is made against the Client, its employees or agent, Client agrees to take appropriate action to remedy any substantiated problem.									