



2121 N. California Blvd. #290
 Walnut Creek, CA 94596
 Voice: 925-867-4400 • Fax: 925-320-4004
<http://www.merithr.com/>

Employee Time Record

Employee Name _____ Assignment # _____

Week Ending Sunday _____ **Is your assignment complete?** YES _____ NO _____

If yes, please contact your Merit office at 925-867-4400 or 408-501-8863.

For prompt payment on this authorized time record, please fax to Merit on Friday.

Weekly Summary – Please record time in quarter-hour increments (e.g., 7 hours 15 minutes = 7.25).

Date	/	/	/	/	/	/	/	
Day	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Hours Worked								
PSL								

I certify that the hours indicated were worked by me and I authorize the release of any information regarding my performance on assignment. I have taken off-duty meal periods as required by law.

X

 Employee Signature

 Date

For Office Use Only				
REG	OT	DT	PSL	TOTAL
Verified: _____				

I certify that the hours recorded on this form are correct and I agree to the terms and conditions below.

X

 Client Signature

 Print Name

 Date

 Company Name

Time Record Terms and Conditions

1. Merit Resource Group, Inc. warrants that its employees are adequately covered by Workers' Compensation Insurance and that it assumes total responsibility to pay all applicable Federal and State payroll taxes and other like charges mandated by law. Overtime hours will be processed in accordance with federal and state regulations. Sick leave will be processed in accordance with state and local law.
2. The person or persons provided by Merit Resource Group, Inc. will be operating under Client's supervision, direction, and control, and at Client's facilities, and Merit Resource Group, Inc. does not warrant their services and Client hereby releases and agrees to defend and indemnify Merit Resource Group, Inc. from and against all claims, loss, liability (including, but not limited to, direct, indirect, incidental, special and consequential damages) relating in any way to their acts and omissions during the performance of services whether in contract, negligence, or otherwise. Client warrants that Merit's employee has taken off-duty meal periods as required by law.
3. Merit Resource Group, Inc. employees will present a time record for verification at the end of each week. Client's signature thereon indicates agreement with Merit's terms and conditions. As Merit's invoices reflect payroll already paid, Client agrees to pay the invoices according to the terms of the service agreement. Past due invoices are subject to interest charges. If Client fails to pay the charges when due and litigation results, then Client will pay Merit Resource Group, Inc. all the past due amount plus all litigation costs and reasonable attorney's fees.
4. Client shall accept all responsibility for bodily injury, property damage, fire, theft, collision, or public liability damage claims resulting from an accident while a Merit Resource Group, Inc. employee is driving Client's vehicle whether owned or rented. Client will get written consent from Merit Resource Group, Inc. before allowing Merit's employees to operate automotive equipment or other machinery, other than office machines.
5. Merit Resource Group, Inc. employees will not be entrusted with any unattended premises or the handling of cash or other valuables, without the written consent of Merit Resource Group, Inc., and then only when the employee's specific duties require such activity.