

**MAIL TO: 200 North LaSalle  
Suite 2400  
Chicago, IL 60601**

The LaSalle Network is not responsible for timesheets lost in the mail. It is the responsibility of the Field Employee to ensure The LaSalle Network receives the timesheet.



# THE LASALLE NETWORK

Circle your office:

Chicago

Oak Brook

Schaumburg

[www.thelasallenetwork.com](http://www.thelasallenetwork.com)

**CLIENT Please Complete**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Department \_\_\_\_\_ Telephone Number \_\_\_\_\_

Supervisor (PLEASE PRINT) \_\_\_\_\_ Title \_\_\_\_\_

Supervisor Signature (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYEE First MI Last**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Security Number**

**Week Ending Sunday**

\_\_\_\_-\_\_\_\_-\_\_\_\_ / \_\_\_\_/\_\_\_\_

**IMPORTANT FOR CLIENT:** By execution of this form, Client certifies that hours shown are correct; work was satisfactory; and that Client agrees to the Terms and Conditions on the reverse side of this form.

**HOURS TO NEAREST QUARTER HOUR**

Day	Date	Started	Finished	Less (Lunch)	Regular Hours	
					Hours	Minutes
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

**TOTAL HOURS:** To nearest quarter hour. Minimum four (4) hours per employee per day. Any time over 40 hours will be billed at time and one half the regular rate.

REGULAR		OVERTIME	
Hr	Min	Hr	Min

**CLIENT:** Write **total** hours worked (IN WORDS) here: \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_

**EMPLOYEE Please Complete**

Are you returning to this assignment?  Yes  No  
 Hold Check in Chicago \_\_\_\_\_ Mail Check \_\_\_\_\_

Employee states all information is true and accurate, and agrees to all Terms and Conditions as explained to me by The LaSalle Network, and as indicated on back of employee sheet by their signature.

Employee Signature \_\_\_\_\_

**OFFICE COPY**

The signature of a Client representative will evidence Client's agreement to the terms of this Client Agreement. Client confirms that the named The LaSalle Network Field Employee worked the hours reported on this timesheet and that all work performed under Client's supervision and to Client's satisfaction. Client understands that The LaSalle Network has substantial investments in the temporary Field Employee for recruitment, testing, evaluation, reference checks, training, and quality control; and that Client agrees that it will not solicit an offer to hire the Field Employee directly or use the services of the Field Employee as an independent contractor for a period of one year from end of last assignment, unless Client first agrees to pay The LaSalle Network 30% of employee's annualized compensation. "Temp-to-Perm" transactions are exclusive of the above terms and are subject to agreement by LaSalle and the Client prior to Field Employee's assignment to Client. Client also agrees that it nor any affiliated companies, subsidiaries or "sister companies", will hire directly or utilize LaSalle's Field Employee in a temporary or permanent capacity directly for Client, working either singularly or as part of Client's temp pool for a period ending within 365 days of the last assignment date with Client by LaSalle; nor for this period of time shall Client utilize the same LaSalle Field Employee through another staffing company or other employer.

Under the agreement with Client, The LaSalle Network will cover loss or damage caused by negligent acts of the Field Employee to the limits of insurance coverage of The LaSalle Network Client or Client's insurance company will be responsible for loss or damage incurred when the Field Employee, while under the direct supervisor of Client's employee(s), exhibits reasonable care in the performance of their assigned responsibilities, as well as for claims in excess of the limits of insurance coverage of The LaSalle Network.

1. Field Employee is not to be entrusted with unattended premises, cash, negotiable instruments, or other valuables and is not to operate machinery, or motor vehicles or to perform work other than described in the job order of Client without the written permission of an office of The LaSalle Network and then only under Client's direct supervision.
2. Client will promptly notify LaSalle with respect to any matter or incident covered by insurance, particularly workers' compensation insurance, regarding any Client Field Employee. The LaSalle Network is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to The LaSalle Network within 30 days after occurrence.
3. Client shall indemnify and hold The LaSalle Network, 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 limitations, OSHA and EEO, and immigration laws.
4. Client recognizes the importance of work quality and will endeavor to provide The LaSalle Network with reasonable comment concerning the overall job performance of all Field Employees during their assignment. At the conclusion of the assignment, Client will make reasonable effort to notify The LaSalle Network of any dissatisfaction with the Field Employee. LaSalle will address each service issue directly with employee and coordinate on behalf of Client the appropriate resolution.
5. In the event of Client's non-payment of LaSalle's invoices, Client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs.
6. Client accepts the obligation to discuss all matters concerning the Field Employee, including without limitation, Employee's job assignments, wages and payroll procedures with LaSalle and not with Field Employees directly.

## EMPLOYEE INFORMATION

By signing timesheet, you acknowledge all information is true and accurate. Falsified information will be considered fraudulent behavior and criminal charges may be pressed.

1. **Recording Your Time.** Report all time to the nearest  $\frac{1}{4}$  hour. Do not show odd minutes.
2. **Overtime.** All authorized work you perform in excess of 40 hours per week, Monday-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. The client must obtain approval from us before overtime can be authorized.
3. **Lunch.** Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of one half ( $\frac{1}{2}$ ) hour for lunch.
4. **Absence – Call Us At Once.** We will contact the client. If you will be out for a day or more it will be up to the client to decide on replacing you or awaiting your return.
5. **Never Call Our Client.** NEVER call the client before contacting The LaSalle Network if you are late, if you cannot work the prescribed hours or if you won't be able to report for work.
6. **Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.
7. By signing this timesheet, employee acknowledges that The LaSalle Network is their employer and is responsible for employee finding work at client named on timesheet. In addition, by signing timesheet, employee understands they may not work for client (or any affiliated "sister" organization which identified them during or due to their employment with The LaSalle Network at client location) directly as an employee, independent contractor or through another staffing company.
8. **Original timesheet must be turned in no later than 6:00pm on Monday the following week to be paid on time.**