



Loan Administration Network, Inc.

Fax before 10:00am Monday

Fax (949) 606-8225

Employee Time Sheet

Employee Name: _____

Client Name: _____

Supervisor: _____ Work Phone: _____

Show calculations in hours and minutes. Do not show exact minutes. Round up or down to the nearest 15 minutes. Employees are required to take their meals and rest breaks in accordance with the law. A minimum of 30 minutes lunch is required after working 5 hours in a day. Overtime and make-up time must be approved in advance.

DAY	DATE	START	LUNCH OUT	LUNCH IN	END	TOTAL HRS	MAKE-UP HRS (California Only)
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							

Total Hours: _____ / _____
Hrs Min

Straight Time: _____ / _____
Hrs Min

Over Time: _____ / _____
Hrs Min

My signature below certifies that I took my required meal and rest breaks on each work day unless specifically noted and the hours shown are correct.

Employee Signature

Client signature below indicates acceptance of this Timesheet Agreement and the hours shown are correct.

Client Signature

Timesheet Agreement:

1. Client agrees that LANI's obligation to Client is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
2. Client's signature on this timesheet certifies that the hours are correct, that the work was performed to Client's satisfaction and authorizes LANI to bill Client for such hours at the bill rate quoted to Client. Overtime worked will be paid and billed at time and a half and doubletime in accordance with the law. Client understands that make-up time, as applicable under state law, must be approved in advance and a make-up time request form must be signed by the Client and provided to LANI. Client shall be responsible and assumes all liability in connection with the employee timesheets. Client agrees to pay LANI's invoices and reimburse LANI for any errors and discrepancies as a result of client's failure to properly monitor the employee's time worked.
3. Client agrees to pay Net Upon Receipt of invoice, and to pay late charges on any unpaid balances after 15 days from the date of receipt at the rate of 1.5% per month or the maximum legal rate, whichever is higher. In addition, Client agrees that it is liable for all costs and expenses associated with the collection of the outstanding balances, including but not limited to court costs and attorneys' fees.
4. Client agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of LANI and then only under LANI's direct supervision and control, and that it will not request or permit any Assigned Employees to use any vehicle, regardless of ownership, in connection with the performance of services for Client.
5. Client agrees that LANI is not responsible for claims for damages to Client's property within Assigned Employee's care, custody and control. Client agrees to release, defend and hold LANI harmless (together with LANI's officers, directors, employees, successors and assigns) from any and all liability for any obligations and claims arising from or connected with the services performed by LANI and the performance of the Assigned Employees.

HIRING POLICY: Client and its affiliated companies agree not to directly or indirectly cause or permit any Assigned Employee assigned to Client to transfer to another staffing company's payroll. If Client hires an Assigned Employee directly onto its payroll after the Assigned Employee has worked at Client's facility the number of hours required by LANI, any placement fee or conversion fee shall be waived.