



## EMPLOYEE TIME SHEET

Employee Name: \_\_\_\_\_ Week Ending Date (Fri): \_\_\_\_\_

Client: \_\_\_\_\_

RECORD TIME IN QUARTER HOURS							
Day	Date	Start	Lunch		End	Daily Hours	Remarks (Explanation for all time off)
			Out	In			
SAT							
SUN							
MON							
TUES							
WED							
THUR							
FRI							

**Text, email or fax time sheets after work on Friday.**

**PAYMENT OPTIONS:**

Direct Deposit

Mail Check

**Assignment Finished?**

Check Here

Record times exactly as worked. Figure each day's hours by rounding total daily minutes to the nearest quarter hour.

Example: 7 hrs 15 min = 7.25 hrs, 7 hrs 45 min = 7.75 hrs, 7 hrs 35 min = 7.50 hrs

<b>Weekly Total</b>	
Hours of regular pay	
Hours of overtime pay	

Work Phone: \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

X \_\_\_\_\_

Print Name and Title of Supervisor

X \_\_\_\_\_

<ol style="list-style-type: none"> <li>1) Employee and client representative acknowledge that information on this time sheet is correct.</li> <li>2) Hours worked beyond 40 hours per week will be billed at time and a half unless exemption applies.</li> <li>3) Unless specifically assigned for such purpose, the client shall not authorize any temporary employee to handle cash, credit cards or negotiable instruments without obtaining prior consent from TFS.</li> <li>4) Unless specifically assigned for such purpose, the client shall not request or cause any temporary employee to operate machinery, autos or other vehicles without prior written consent from TFS.</li> <li>5) Temp employees cannot be recalled for temp or perm work without agency consent. Also, a temp hired in any capacity within one year from the last date of employment shall be considered a placement and a fee will be due to the personnel agency. Companies who refer a temp employee to associates or other entities shall be liable for a fee if the employee is hired. Consult agent for fee terms.</li> </ol>	<p><b>Check daily, weekly and overtime hours for accuracy before you sign this time sheet.</b></p> <p>Keep a copy. Client representative signature indicates acknowledgement that this time sheet is accurate and applicable fees for such work have been earned and shall be due and payable to TFS within 10 days of receipt of invoice.</p>
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**SUBMIT VIA:**

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 fax: (866) 472-0619  
 email: employ@brelsfordpersonnel.com