

INSTRUCTIONS

Use a separate time sheet for each assignment and for each week.
Time sheets are due in our office by noon on Mondays.



405.942.8551 FAX 405.942.2840
EMAIL: payroll@workwithneese.com

Social Security Number _____ Week Ending Sunday _____

Employee Name _____

Company Name _____

Employee Signature _____	AVAILABLE FOR	YES
	WORK?	NO

By signing this form employee certifies that all information is accurate and no injuries occurred at work.

HOURS TO NEAREST QUARTER HOUR

DAY	DATE	START	END	LUNCH	REG HRS	OT HOURS
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
					Hrs Min	Hrs Min

TOTAL HOURS

PLEASE PRINT NAME (CLIENT) _____

AUTHORIZED SIGNATURE (CLIENT) _____

ASSIGNMENT
CONTINUED?
YES NO

IMPORTANT: CLIENT SIGNATURE CERTIFIES THAT HOURS ARE CORRECT; WORK DONE WAS SATISFACTORY AND CLIENT AGREES TO TERMS AND CONDITIONS.

EMPLOYEE INFORMATION

1. RECORDING YOUR TIME: Report time to the nearest 1/4 hour. Your time card is your responsibility. Time cards are due in our office by noon on Mondays. If the time card is not received on time you will be paid on the following weekly payroll.
2. OVERTIME: Approval must be obtained from the client before overtime can be authorized.
3. LUNCH: Your lunch period will be determined by your supervisor.
4. Call our office if you will be late or absent.
5. You must contact us within 24 hours of ending an assignment or we will assume that you voluntarily quit.
6. If you do not contact us once each week when not on assignment we will assume you have voluntarily quit.

CLIENT INFORMATION

1. Client agrees that Temporary Employee will remain on agency's payroll for a period of 600 hours or Client agrees to pay agency's conversion charge.
2. Client certifies that the time set forth as hours worked is correct and the work performed is satisfactory.
3. Without prior permission from the agency, Client will not entrust temporary employees with unattended premises, cash, negotiable instruments or other valuables.
4. Client agrees not to assign temporary employees to perform work other than described in the job order without notifying agency.
5. Client is responsible for any damage incurred by temporary employee operating Client's motor vehicle.
6. Agency is not responsible for damage to property.
7. Client agrees to pay all expenses incurred in the collection of unpaid invoices.
8. Client agrees to indemnify and hold harmless agency and agents from any and all claims and damages arising out of Client's violation of employment laws, including OSHA and EEO laws.