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1616 S. VOSS, STE 700  
 HOUSTON, TX 77057

SE

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

CLIENT COMPANY \_\_\_\_\_

WORK PHONE \_\_\_\_\_

PROVIDING SERVICE FOR:



**EMPLOYEE TIME SHEET**

DAY	DATE	START	LUNCH		END	REG HOURS	OT HOURS	REMARKS	
			OUT	IN					
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									
<b>TOTALS:</b>	_____>								

Express hours worked in decimals & round to the nearest quarter hour.  
 For example: (7 hrs 15 min = 7.25 hrs) (7 hrs 45 min = 7.75 hrs)  
 (7 hrs 35 min = 7.50 hrs) (7 hrs 40 min = 7.75 hrs)

= **THIS WEEK'S TOTAL HOURS WORKED**

PAY CHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax time sheets by noon C.S.T. on Monday. Pay checks will be mailed on Wednesday evening. Any other arrangements should be explained on time sheet below <u>and</u> confirmed by phone with a payroll administrator of TFI Services.  <input type="checkbox"/> Please distribute my pay check as follows: _____	I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.	Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to <b>TFI Services</b> upon receipt of invoice.
	Employee Signature	Authorized Client Company Rep/Mgr Signature
	My Assignment Will Continue Next Week: YES <input type="checkbox"/> NO <input type="checkbox"/>	Print authorized representative name _____ Title _____

**IMPORTANT NOTES - PLEASE READ:**

- Any missing or incorrect data may cause delays in processing. Please make sure all data is complete and accurate.
- Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum non-usurious rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Harris County, Texas, which shall have exclusive jurisdiction over such proceedings.
- Hours worked in excess of 40 hrs/wk will be billed at time and a half unless employee is classified as "exempt" from overtime wage regulations.
- Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this time sheet.
- Client company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles without obtaining prior written consent from Hire Priority.
- Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without obtaining prior written consent from Hire Priority.
- Client company shall not authorize, request or cause any temporary worker to undertake foreign or offshore travel without prior written consent from Hire Priority.

Hire Priority refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity by a client company within one year from the last date of a temporary or contract assignment shall cause a standard personnel placement fee to be due Hire Priority. A client company who refers a temporary or contract worker to an affiliated company, associate, friend, or other entity shall be liable for a standard personnel placement fee if the worker is hired within one year of such referral.