8554 Katy Frwy, Suite 326
Houston, TX 77024
Bus 713-932-6800
Fax 713-932-6676
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Employee Time Sheet

Employee Name _____ **Week Ending Date** _____ **(Friday)**

Company Name _____

Day	Date	Start	Lunch Out	Lunch In	End	Daily Hours	Remarks (Explanation for all time off)
SAT							
SUN							
MON							
TUE							
WED							
THU							
FRI							

Fax time sheets by 6 PM on Friday. Checks may be picked up after 11AM Thursday at 8554 Katy Freeway, Suite 326. Picture ID is required.

☐ **Mail check**

☐ **Pick up check**

☐ **Direct Deposit**

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, 7 hrs 35 min=7.5, 7 hrs 45 min=7.75 hrs

Weekly Total	_____
Hours of regular pay	
Hours of overtime pay	

Wk Phone _____

Employee Signature

X

Supervisor Signature

X

Print Name & Title of Supervisor

1. Employee & client representative acknowledges that information on time sheet is correct.
2. Hours worked beyond 40 hours per week will be billed at time and a half unless exemption applies.
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.
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.
5. Temp employees cannot be recalled for temp or perm work without agency consent. Also, a temp hired in any capacity within two years from the last date of employment shall be considered a placement and a fee will be due 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

Check daily, weekly and overtime hours for accuracy before you sign this time sheet. Keep a copy. Client representative signature indicates acknowledgment that this time sheet is accurate and applicable fees for such work have been earned and shall be due and payable to TFS.