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## Employee Time Sheet

Employee Name _____			Week Ending Date _____ (Friday)				
Company Name _____							
Day	Date	Start	Lunch		End	Daily Hours	Remarks (Explanation for all time off)
			Out	In			
SAT							
SUN							
MON							
TUE							
WED							
THU							
FRI							
<b>Fax time sheets by 6 PM on Friday.</b> Checks may be picked up after 11AM Thursday at 10565 Katy Freeway, Suite 215. Picture ID is required. <input type="checkbox"/> Mail check <input type="checkbox"/> Pick up check <input type="checkbox"/> Direct Deposit Assignment Finished? <input type="checkbox"/> 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			Wk Phone _____ Employee Signature _____ X	
			<b>Weekly Total</b>				
			<b>Hours of regular pay</b>				
			<b>Hours of overtime pay</b>				
						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						<b>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.</b>	