

# TIMESHEET

Week Ending Date :

**FIVE STAR STAFFING  
&  
ACCOUNTING RECRUITERS**  
ADMINISTRATIVE & ACCOUNTING PLACEMENTS

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Raleigh, NC 27612

Phone: (919) 854-4488

Fax: (919) 854-4477

www.FiveStarStaffing.com  
www.AccountingRecruiters.com

Client Company Name :

Client Address/City :

**EMPLOYEE SIGNATURE**

I certify that hours shown here represent the total hours worked this week and were properly verified by the client.

Paycheck Delivery  Hold  Mail  Direct Deposit Are you available for work? When?

Print Employee Name :

Employee Signature :

Please record time daily. Round minutes to the nearest quarter hour: 15 min is .25 / 30 min is .50 / 45 min is .75

DAY	DATE	START	FINISH	LUNCH	REG HRS	OT HRS
Mon						Overtime - all hours worked in excess of 40 hours per week
Tues						
Wed						
Thur						
Fri						
Sat						
Sun						

**Timesheets Are DUE  
BEFORE NOON  
on TUESDAYS**

You must call our office to verify receipt of a faxed timesheet.

Four (4) hour minimum per employee per assignment.

<b>CLIENT AUTHORIZATION</b>	Total Hours For The Week	
Your signature represents that you are in agreement with ALL the terms and conditions of this timesheet. The hours shown are correct and the work was completed satisfactorily. By signing here, you acknowledge that you have retained a copy of this timesheet for your records.	Total Regular Hours	
	Total Overtime Hours	
Authorized Signature :	Title :	
Print Authorization Name :	Is this employee continuing this assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYEE INFORMATION**

**TARDINESS/ABSENCES:** Notify us at once when you are late or if you cannot work the prescribed hours, or if you will not be able to report to work. We will contact the client. If you will be out a number of days, it will be up to the client to decide on replacing you or wait until your return. **RECORD YOUR TIME DAILY:** Report all time to the nearest quarter (1/4) hour. Do not show odd minutes. Report total hours worked as directed. **LUNCH:** The supervisor to whom you are assigned will determine your lunch period. You are NOT authorized to work during your scheduled lunch period unless you receive prior approval from your supervisor AND Five Star Staffing & Accounting Recruiters. **OVERTIME:** All work you perform in excess of 40 hours per week (Mon - Sun) will be at time and a half the regular rate. You are permitted to work overtime ONLY if the client requests and approves such work. **FUTURE ASSIGNMENTS:** If you do not contact us within 48 hours of the conclusion of each assignment, we will assume you are not available for work and you have voluntarily quit.

**CLIENT TERMS AND CONDITIONS**

Being duly authorized on behalf of the above client, (1) the authorized name hereby acknowledges that the personnel service named above hereof incurs substantial recruitment, screening, administrative and other marketing expenses in connection with the temporary employee named at the top, and Client agrees that if the Client should hire the employee named on this timesheet for any position within 180 days after this date, without agreement from The Service, the Client will pay Liquidated Damages of 25% of starting annual salary. (2) Client certifies that the above hours are correct and that the work was performed in a satisfactory manner; (3) Client confirms prior agreement between The Service and Client with respect to the services performed hereunder and any future services; (a) Client shall not entrust The Service's employees with unattended premises, cash negotiable, or other valuables or authorize such employee to operate machinery or motor vehicles without prior written permission from The Service in each instance. (b) The Service's Insurance does not cover loss or damage caused by The Service's employees' operating Client's owned or leased motor vehicles(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee driving such vehicle(s), arising out of or involving violation by Client of paragraph (3a), above; (c) Client shall indemnify and save The Service harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which The Service's employees are assigned. The Client recognizes The Service's employer relationship with it's personnel and accepts the obligation to discuss all matters concerning their employment, job assignment, pay procedures, etc. with The Service. The Client agrees to pay all invoices per terms and finance charges of one and a half percent (1.5%) per month (18% per annum) on charges remaining five days after terms, on a thirty day basis and reasonable attorney's fees and expenses of collection, if The Service engages an attorney to enforce payment of any charges incurred.