



DATE \_\_\_\_\_

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

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

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

**Email Time sheet to:**

Austin: [austinpayroll@hirepriority.com](mailto:austinpayroll@hirepriority.com)

Houston: [houstonpayroll@hirepriority.com](mailto:houstonpayroll@hirepriority.com)

**EMPLOYEE TIME SHEET**

EMAIL OR CALL TO CONFIRM RECEIPT OF TIMESHEET

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**

**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 rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Harris County or Travis 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.

**HIRING POLICY:** Hire Priority refers personnel on the basis that all fees are paid by the client company and that the client company will not engage the services directly or through any other person or entity of any personnel referred to it by Hire Priority. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity, directly or indirectly, by a client company within one year from the last date of a temporary or contract assignment shall cause the client company to pay to Hire Priority a conversion fee, calculated as the temporary or contractor worker's regular hourly rate multiplied by 625 (e.g., if the worker's regular hourly rate billed to the client company is \$25/hour, the conversion fee would be \$15,625 (\$25 x 625). Any invoices over 30 days past due must be paid in full before client company may hire candidate. A client company who refers a temporary or contract worker to an affiliated company, associate, friend or other entity shall be liable for payment of the conversion fee if the worker is hired within one year of such referral.

PAY CHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Email time sheets by noon C.S.T. on Monday. Pay checks will be mailed on Tuesday evening. Any other arrangements should be explained on time sheet below and confirmed by phone with a payroll administrator.  <b>Please distribute my pay check as follows:</b>  <input type="checkbox"/> HP Office <input type="checkbox"/> Direct Deposit	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>People 2.0</b> upon receipt of invoice.
	Employee Signature	Authorized Client Company Rep/Mgr Signature
	Print Employee Name	Print Authorized Client Company Rep/Mgr Title