

**EMPLOYEE TIME SHEET**

<b>Employee Legal Name:</b>	<b>Date:</b>
<b>Client Name:</b>	<b>Work Phone:</b>
<b>Location/Department:</b>	<input type="checkbox"/> <b>Houston</b> <input type="checkbox"/> <b>Dallas</b> <input type="checkbox"/> Credit & Risk Group <input type="checkbox"/> Professional Search Group <input type="checkbox"/> Lending Services Group <input type="checkbox"/> Technology Services Group

**Fax neat, completed, signed and approved timesheet by  
10:00 AM on Monday  
PLEASE FAX TO:  
(713) 355-7475**

**Your first payroll will be a live check. We encourage direct deposit of your payroll so your money is not tied up in the U.S. Mail. Payroll advices may be obtained from the ADP website. Checks will not be available for pick up from our office.**

**NOTICE:**

1. A time record is valid **only** if signed by the employee and the **authorized client representative**.
2. Employee acknowledges with his/her signature that all information presented on this time record is accurate.
3. **Supervisor acknowledges with his/her signature that hours represented are accurate and are calculated correctly. He/she is authorized to approve employee time record, that the applicable fees for such work have been earned and are due and payable.**
4. All hours in excess of 40 hours per week will be billed at time and a half.
5. Hours should be totaled for each day and for the week. Show Regular & O/T hours as appropriate. (**Overtime = Greater than 40hrs**)

Day	Date	Start	Lunch		End	Daily Hours	Remarks
			OUT	IN			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

<p><b><i>Round Daily Hours to the nearest quarter hour and express in decimals.</i></b></p> <p><i>Example: 7.25, 7.50, 8.00 (15=.25, 30=.50, 45=.75)</i></p>	<b>Weekly Total</b>		X	
	<b>Regular Hours</b>		X	Employee Signature
	<b>Overtime Hours</b>			Supervisor Signature (REQUIRED)
	Is this assignment Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Print Name of Supervisor		

HIRING TERMS & CONDITIONS: Office Alternatives, hereinafter referred to as "Company", engages its employees and refers its candidates for employment on the condition that all fees are paid by the client. An employee or candidate that is compensated by the client in any form or capacity within one (1) year from the last date of engagement or referral shall be considered a placement and a fee will be due. A client who refers an employee or candidate to an affiliated company, associate, friend or other entity shall be liable for a fee if the referral is compensated for services. All fees are calculated at the rate of one percent (1%) per thousand dollars of annual compensation up to a maximum of thirty percent (30%). Should the client directly compensate an employee of the Company who is engaged on a PREVIEW or Flexible Staffing assignment at Client, then the fee charged in connection with the hire shall be discounted by one percent (1%) per full day worked through the date of hire. The Client will be held liable for attorney's fees that would result from the collection of weekly invoices, placement or conversion fees due to our company. All fees are invoiced upon acceptance of an employment offer from the Client and are due within 10 calendar days of the employee start-date. No guarantee with respect to a hire will prevail unless the full invoice amount is received by the Company within the 10 day payment period. Client will not ask or permit Assigned Employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secrets, negotiable instruments, or other valuables without the prior written permission of the Company. Neither Client nor the Company will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.