

Completed time sheet **MUST** be received in our office by **MONDAY at 10AM**



9655 Granite Ridge Dr. #200
 San Diego, CA 92123
 Phone (619) 640-2250
 Fax (619) 640-2251

Email: teamSD@csi4jobs.com

Scan/Email: teamSD@csi4jobs.com OR Fax: (619) 640-2251

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Week Ending (Sunday's Date)

EMPLOYEE NAME:

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(FIRST)

(MIDDLE)

(LAST)

Place of Employment:

Employment Address:

Supervisor:

HOLD PAYCHECK IN OFFICE: (if not marked, your check will be mailed to the address on your tax forms)

San Diego

Paychecks are available for pick-up after 12:00 pm on Thursdays (barring acts of nature or circumstances beyond our control)

EMPLOYEE SIGNATURE _____

	Date	Arrival Time	Time Out for Lunch	Time Back from Lunch	Departure Time	Regular Hours Up to 8 hrs per day	**Overtime Hours Over 8 hrs per day and/or 40 hrs per wk
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL							

By signing below, it is understood that the signatory is an authorized representative of the customer. YOUR SIGNATURE BELOW AUTHORIZES CAREER STRATEGIES TO PAY OUR EMPLOYEE BASED ON THE HOURS INDICATED ABOVE, INVOICE YOUR COMPANY AND ENSURES PAYMENT NET 30 DAYS UPON RECEIPT. Overtime will be billed according to state law. THE CLIENT AGREES that they will not allow Career Strategies employees to handle cash/cash equivalent, nor will they permit operation of motorized vehicles by Career Strategies employees.

Your signature further acknowledges that the individual named above is an employee of Career Strategies. Any offers of regular employment extended to the individual named above with your company, an affiliate, parent company or any other employer, are subject to a liquidation fee up to 20% of the annual salary. This applies to any employee and/or candidate referred by Career Strategies and hired by your organization in any capacity within twelve months of the last day worked. This includes employees and/or candidates, referred by Career Strategies, working at your organization through another staffing service due to your referral.

Career Strategies is entitled to recover all costs incurred as a result of collection efforts, including but not limited to, legal fees and penalties as permitted by law. Minimum hours may apply. If any disputes arise between the parties related to the agreement, the proper venue and jurisdiction for this dispute shall be in Los Angeles County, CA.

CUSTOMER'S NAME & TITLE _____

DATE _____

AUTHORIZED CUSTOMER'S SIGNATURE _____

**CLIENT'S INITIAL FOR O.T. _____