



Time sheets are due on Friday

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Round your hours to the nearest 15 minute interval. Lunch breaks are unpaid. The pay day is Wednesday.

	Date	Start time	End time	Lunch	Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Week ending:				Total Hours:	

Company: _____

The client certifies that the above hours were worked and agrees to pay Kennison at the established rate for those services. I have also read, understand, and accept the agreement stated on this timesheet.

Supervisor signature: _____ Date: _____

Employee: _____

I hereby certify that the above hours were worked and approved by an authorized representative of the aforementioned company. I have read, understood, and accept the agreement as stated on this timesheet.

Employee signature: _____

Direct Deposit

Direct Deposit does not go into effect immediately

Mail my check to:

Address: _____

Hold my check

Checks can be picked up after 12 pm on Wednesday

Employee agrees:

- To call Kennison if anything causes you to be late or absent from an assignment
- To have time sheet authorized by client and to use a separate time-sheet for each assignment
- To call Kennison promptly if injured during an assignment
- To call Kennison promptly if considering or accepting a temporary, part-time, or direct hire position with a client

Employee & Client Agree:

- Kennison employees are prohibited from driving any vehicle in the scope of a temporary assignment without the express permission of Kennison
- Neither will solicit the other (directly or indirectly) with regard to performance of temporary or direct hire work for a period of 1 year from the completion of an assignment
- Notify Kennison if the assignment has been extended

Client agrees:

- In the event that any Kennison temporary employee is hired for a direct hire position with the client or an affiliated company, the client will pay Kennison a direct hire placement fee in accordance with Kennison's fee agreement
- There is a minimum charge of 4 hours for an employee who reports to an assignment
- Under no circumstances is Kennison responsible for claims regarding its temporary staff unless claims are reported in writing to Kennison within 10 days of the occurrence. Kennison employees are bonded and covered by Worker's Compensation