YOU MAY TYPE YOUR ENTRIES DIRECTLY INTO THIS FORM , THEN CLICK 'PRINT' BUTTON BELOW

257 SOUTH MIDDLETOWN ROAD
NANUET, NY 10954
PHONE: (845) 624-0400
FAX: (845) 624-6175

THIS SHEET MUST BE COMPLETED AND SIGNED BEFORE A PAY CHECK CAN BE ISSUED

REPORT YOUR TIME TO THE NEAREST ¼ HOUR

| | TIME STARTED | TIME FINISHED | LESS LUNCH | HOURS |
|---|---|---|---|---|
| MON | | | | |
| TUE | | | | |
| WED | | | | |
| THU | | | | |
| FRI | | | | |
| SAT | | | | |
| SUN | | | | |
| TOTAL HOURS WORKED: ALL HOURS WORKED IN EXCESS OF 40 HOURS WILL BE CONSIDERED OVERTIME | | | | |

**PLEASE PRINT CLEARLY**

EMPLOYEE NAME

CLIENT NAME

CLIENT ADDRESS

CITY
STATE, ZIP

My Assignment is Continuing ☐ Completed ☐

I will pick up my check ☐ Mail My Check ☐

Direct Deposit ☐

I hereby verify that I have worked the hours indicated on this time sheet.
**Employee Signature:**

WEEK ENDING:
MONTH: DAY: YEAR:

**TERMS AND CONDITIONS**

I certify that the total hours shown are true and correct, and this signature is authorization to bill the named company for these hours. We agree to accept a fax copy of this document in place of the original. Client acknowledges RJ-STAFFING's policy of 4 hours minimum billing per day. Any hours billed in excess of 40 hours per week will be billed at the overtime rate of 1 and ½ times the regular hourly rate. We understand that employees of RJ-STAFFING are referred to us on a temporary basis. If our company or an affiliate employs this person on their payroll, or in a consulting position, or utilizes this person's services through another temporary or outsourcing service within 1 year after the termination of this person's temporary assignment, we agree to pay RJ-STAFFING a fee equal to 25% of the annualized salary offered this employee. We also agree to RJ-STAFFING's payment terms of "Net Due Upon Receipt" and will process their invoices accordingly. Should the customer breach any of the aforementioned contractual terms and conditions, whether specific or implied, the customer will be liable to reimburse RJ-STAFFING for reasonable attorney's fees and court costs necessarily incurred through collection of fees and/or litigation resulting from said breach.

AUTHORIZED SIGNATURE
(Constitutes agreement of Above Terms and Conditions)

DATE

AUTHORIZED NAME (PRINT)

TITLE

**Click Here to Print Your Timesheet**