



Employee Time Sheet

Employee Time Sheet					
Employee - Full Name (Last, First Middle)			Social Security Number		Name of Client Company
Day	Date	Time Started	Time Finished	Less Lunch	Hours Worked
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Client Agreement Authorized Client Representative Must Complete This Section					
Client Company agrees to the following: <ul style="list-style-type: none"> All hours worked over 40 hour/week will be deemed overtime and billed at time and one half. Minimum assignment length – 4 hours. Client Company will be billed for the hours listed on this time sheet. Make no payment directly to the employee. Invoices are payable upon receipt. Delinquent accounts are subject to interest and all costs to collect the account included but not limited to attorney fees. If Client Company desires to hire this Hire Dynamics employee, Client Company agrees that notification of this intent will be given to Hire Dynamics and that the employee will remain on Hire Dynamics payroll for a minimum number of working hours, as defined in our Service Agreement of the Client Company will pay a liquidated damage charge. The undersigned is an authorized representative of the client. 					
Use a separate time sheet for each assignment. For each week's work, draw lines through days not worked			Total Hours Paid to Nearest 1/4 hour:		
Are you returning to Client Company (circle answer)? Yes No If No, why? _____					
Are you available for work? Yes When? _____ No Why? _____					
I certify that I have worked the hours listed above on this time sheet. By signing this time sheet, I declare that I have reported all injuries and illnesses that have occurred at this job to my supervisor. I understand that my paycheck will be delayed if this time sheet is incomplete or not submitted in a timely manner.					
_____ Employee Signature			_____ Date		
_____ Client Signature		_____ Date			
Regular Hours	Overtime Hours	Double Time Hours	Initials		
Fax completed forms back to your branch:					
Airport: 678.904.1649	Alpharetta: 678.990.9758	Inside the Perimeter: 678.384.5670	Cobb: 770.732.8922	Charlotte: 1.844.270.3734	
Gwinnett: 678.482.2050	Jefferson: 706.693.4812	McDonough: 770.320.8818	Greenville, SC: 864.757.1542		

Please note: Forms must be received before noon on Monday for your check to be processed.