



Weekly Timesheet

Phone, fax, or text: 740-578-4221
 Email: time@careerconnections.info

Please complete all fields and do so by writing clearly in each field. Your clock in and out times should be hour and minutes of your exact work start and end times, no rounding. Once complete and finalized, submit to our office for processing. **The deadline is Monday, following the week worked, by 5 p.m.** You can fax, text, email, or drop off a physical copy to our office. Timesheets that arrive after the deadline will be delayed by one week so if you have any issues getting your timesheet to us, please contact us before the deadline.

Your name:		Job site location (company):				
Supervisor's name:		Payroll week-ending date: (always a Sunday)				
Day	Date	Time in	Time out	Time in	Time out	Daily total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<i>* Do not record holiday pay, if eligible, we will add on separately</i> <i>* Please be sure to note clock in and out times for unpaid breaks only.</i>			Total regular hours			
			Total overtime hours			
			Total double time hours			
I hereby certify that I am authorized to sign this timesheet, the total hours listed are correct as stated, and that the work was performed in a satisfactory manner. I further certify that I have read, understand, and agree to the terms and conditions below.				I hereby certify that the hours shown were worked by me during the week-ending shown. I further certify that I have read, understand, and agree to the employee policies printed below.		
Client/supervisor signature:				Employee signature:		

CLIENT INFORMATION-TERMS & CONDITIONS

Client shall not employ our Employee in any capacity without written approval. If Client employs such person within six (6) months of the last day such person worked for Client as a Career Connections' employee, then Client shall pay liquidated damages at the rate of 10% of the total annual salary of said Employee. Our insurance does not cover loss or damage caused by the operation of Client's equipment, vehicles, automobiles, or trucks by our Employees. Client shall accept full responsibility for injury or damage to persons or property resulting from Employee's operation of the Client's owned or rented equipment or vehicles. Client shall not entrust our Employees with unattended premises, cash, negotiables, jewelry, or any other valuable items, without our prior written permission. Under no circumstances will we be responsible for claims made under our fidelity bond unless such claims are reported in writing to us by Client within thirty (30) days after the occurrence. Client shall not advance cash or other valuables to our Employee for any reason and Client specifically waives any right to offset the value of such cash or valuables advanced or any other claim for loss or damage against any money owed to us.

Client acknowledges that we have a four-hour-per-employee-per-day minimum requirement. Exceptions to this minimum can be made only with express permission from an authorized representative of Career Connections. Client acknowledges that our invoices are for labor and therefore agrees to pay such invoices within ten (10) days of receipt. Invoices paid after such date shall bear interest at 1½% per month until paid (18% per annum), but not more than the highest legal rate of interest. If Client's account is placed in the hands of an attorney for collection, the Client shall pay attorney's fees equal to 15% of the unpaid invoice amounts to cover our costs of collection.

EMPLOYEE INFORMATION-POLICIES

You are responsible for completing and submitting your time slip. Late time slips will not be paid until the following week. All unsigned time sheets will be returned to you without a check. Recording your time: Complete all information including dates, times in and out, meal breaks, and weekly totals. Lunch/breaks: Your lunch and break periods, if any, will be determined by the supervisor to whom you are assigned. Be sure to record all unpaid breaks on your time slip. Overtime: All authorized work you perform in excess of 40 hours per week (Monday-Sunday) will be paid at time-and-one-half the regular rate. You are permitted to work overtime ONLY if the client requests and approves such work. Approval must be obtained from the client before overtime can be authorized. Attendance: When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us.