

TIME SHEET

WEEK ENDING SATURDAY: _____



BE READY STAFFING SOLUTIONS

Today's talent. Tomorrow's success.

7171 Highway 6 North #200 L
Houston, Texas 77095
281-671-0079
Email timesheets to: info@bereadystaffingsolutions.com

PROPERTY NAME:	EMPLOYEE NAME:
PROPERTY ADDRESS:	POSITION:
PROPERTY TELEPHONE:	SUPERVISOR:

DATE	START TIME	LUNCH START	LUNCH ENDING	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
Date							
Date							
Date							
Date							
Date							
Date							
Date							
WEEKLY TOTALS							

CONTINUE THIS ASSIGNMENT? Y/N

EMPLOYEE SIGNATURE:	DATE: DATE
SUPERVISOR SIGNATURE:	DATE: DATE

I certify that the hours I worked are correct. When my job assignment is completed, I agree to notify Be Ready Staffing Solutions within 24 hours my availability for work and every 72 hours thereafter with my availability. If I do not contact Be Ready Staffing Solutions within 24 hrs., it will be assumed that I have left work voluntarily, without good cause and my unemployment benefits may be denied. I further agree to contact Be Ready Staffing Solutions immediately. If I fail to appear for any pre-set assignment. I also understand that pay is based on performance, my rate of pay will decrease to the current minimum wage for all hours worked during the preceding pay period if I fail to appear without notification, and/or if the Client deems my work performance unsatisfactory. I have read and understand the above statements and by signing below agree to make this document legal and binding for all parties.