

# Employee Time Sheet

Internal Office Use  
 processed



Week Ending: \_\_\_\_ / \_\_\_\_ / 2021

\*PLEASE PRINT ALL INFORMATION

Employee Name \_\_\_\_\_ Social Security No. \*\*\* - \*\* - \_\_\_\_\_

Business Name \_\_\_\_\_ Recruiter \_\_\_\_\_

	DATE	BEGIN TIME	END TIME	LUNCH TIME	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

**INSTRUCTIONS: ALL FIELDS REQUIRED; Incomplete time sheets will not be processed. CLIENT-**By signing below, I certify that this time sheet is a true and correct statement of the time worked by employee named herein, and I have understood the **TERMS AND CONDITIONS** as stated on the back of this time sheet. **EMPLOYEE-**By signing below, I certify that this time sheet is a true and correct statement of hours worked by me. I further understand that this time sheet must be completed in full and submitted via email or fax no later than Monday immediately following the week ending date in order to receive compensation.

**TOTAL HOURS WORKED**

FORM RSC-TS

Client Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_  
Print Name \_\_\_\_\_

## TERMS AND CONDITIONS

- For a period of no less than ninety (90) days after the last date for which hours are reported on this time sheet, client shall not use the services of the named Reliable Staffing employee assigned by our Reliable Staffing, in such cases as:
  - Employing our employee directly.
  - Entering into any independent contractor, agency, facility, staffing, or consulting relationship involving the employee's services.
  - Arranging, suggesting, endorsing, facilitating or acquiescing the employee's employment or recruitment by an organization other than Reliable Staffing, whether or not the employee is later assigned to client.
- Reliable Staffing will release client from section one of these terms and conditions if client notifies Reliable Staffing of its intent to use the person and purchases in full 520 hours from our agency.
- Invoices are due immediately upon receipt. Each invoice having an outstanding balance will accrue a 1.5% per month. A one-time fee of 10% of total invoices will be charged after 30 days from date of invoice (for past due fees). Client shall also be liable for all cost of collection and attorney fees.
- Client accepts full responsibility for all claims and costs associated with acts or omissions of Reliable Staffing employees arising from client's nonobservance of section five and six of these terms and conditions.
- Client shall not permit Reliable Staffing employees to operate motor vehicles and/or machinery without the express written permission of our agency.
- Clients shall not entrust Reliable Staffing employees with unattended premises, monies, keys, tools, negotiables or other valuables without the express written permission of our agency.
- Until this form is modified, these terms shall govern all temporary and temp-to-hire assignments and currently active assignments for which employees have already been assigned to.