

Employee Time Sheet

Internal Office Use
☐ processed



*PLEASE PRINT ALL INFORMATION

Week Ending: ____ / ____ / 2026

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 _____ Employee Signature _____
Print Name _____ Print Name _____

TERMS AND CONDITIONS

1. Upon the completion of the agreed upon consecutive work hours, the Client can elect to hire the Assigned Employee for the agreed upon conversion fee. If the client elects to hire the Assigned Employee prior to the completion of hours, the Client will pay a prorated placement fee of 20% of the Assigned Employee's annual salary plus the conversion fee (if applicable).
2. 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 thirty (30) days from date of invoice (for past due fees). Client shall also be liable for all cost of collection and attorney fees.
3. 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.
4. Client shall not permit Reliable Staffing employees to operate motor vehicles and/or machinery without the express written permission of our agency.
5. 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.
6. 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.