



877-443-2326 (Office)

203-842-0746 (Fax)
4/1/2011

Your Name _____

Your Recruiter _____

Client Company _____

Are You Returning? circle one: Yes No

Payroll Service For:

Day	Date	In	Out	In	Out	Reg Hours	OT Hours	Comments
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL HOURS								

Please round your time to the nearest quarter hour and total in decimals. For example: 8 hours and 46 minutes = 8.75; 5 hours and 13 minutes = 5.25

Employee's Accuracy Statement I attest that the hours stated on this timesheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.	Employee's Signature

Supervisor's Approval of Hours Worked Execution of this form by the client company constitutes a certification that the total hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to Headcount Management upon receipt of invoice. <i>Please put a horizontal line through any days the employee did not work so that additional time cannot be added after placement of signature</i>	Supervisor's Signature
	Supervisor's Printed Name _____ Date _____

Paycheck Distribution Fax your timesheet each Tuesday by noon. Paychecks are direct deposited or mailed on Friday.	Please distribute my paycheck via (circle one): Mail _____ Direct Deposit _____

Important Notes

- Fees relating to the cost of collection amounts due per this timesheet including attorney's fees, court costs, and interest at the maximum non-usurious rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in New York, NY, which shall have exclusive jurisdiction over such proceedings.
- Hours worked in excess of 40 hr/wk will be billed at time and a half unless employee is classified as "exempt" from overtime wage regulations.
- Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this timesheet.
- Client company agrees to provide a safe worksite free from unlawful harassment or discrimination.
- Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without prior written consent from Headcount. Temporary employees shall not have access to unattended premises and shall not approve, submit, or process invoices for payment or authorize expenditures of any kind without strict supervision by client company and written approval from Headcount.
- Client company shall not authorize any temporary workers to undertake foreign or offshore travel without prior written consent from Headcount.
- Headcount makes no representation, express or implied, as to the background or qualifications of any worker furnished by "Recruiter" or to the accuracy of any facts or information provided by "Recruiter". Background checks and drug screens are not performed by Headcount or "Recruiter" on temporary or contract workers unless specifically requested by the client company. Headcount disclaims any responsibility for any actions by a temporary or contract worker while under the direct control and supervision of the client company.

HIRING POLICY: abcRecruiter refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity by a client company within one year from the last date of a temporary or contract assignment shall cause a standard personnel placement fee to be due to abcRecruiter. A client company who refers a temporary or contract worker to an affiliated company, associate, friend, or other entity shall be liable for a standard personnel placement fee if the worker is hired within one year of such referral.