

## TIME SHEET

Temp/Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Currently on Assignment at (Client Company): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Week Ending (Sunday, mm/dd): \_\_\_\_\_

Supervisor's Telephone: \_\_\_\_\_

Comments: \_\_\_\_\_

Day	Date (mm/dd)	Time In	Lunch In	Lunch Out	Time Out	Daily Hours	Remarks
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							

<p>Time sheets are due no later than 5:00p each Tuesday for the previous week's work. Time sheets may be faxed to (713) 904-2581 or scan/mailed to <a href="mailto:payroll@rt-connections.com">payroll@rt-connections.com</a></p> <p><input type="checkbox"/> Direct Deposit</p> <p><input type="checkbox"/> Please mail my check</p>	<p><b>Weekly Total:</b> _____</p> <p><b>Standard Hours:</b> _____</p> <p><b>OT Hours (over 40):</b> _____</p> <p><i>Entitled to OT pay at time-and-a half?:</i> _____ (yes or no)</p> <p><i>Assignment complete? Check here:</i> _____</p>	<p>Employee Signature: _____</p> <p>X: _____</p> <p>Authorized Client Signature: _____</p> <p>X: _____</p> <p>Printed Name / Title of Supervisor: _____</p> <p>_____</p> <p>_____</p>
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<ol style="list-style-type: none"> <li>1) Hours worked beyond 40 will be paid and invoiced at time-and-a-half unless an FLSA exemption applies.</li> <li>2) Unless specifically engaged and assigned for such purpose, client representative shall not authorize the above-named temp/contractor to handle cash, credit cards or other negotiable instruments without obtaining prior consent from RT-Connections, LLC ("RTC"). Additionally, client representative shall not request or cause the above-named temp/contractor to operate heavy machinery, automobiles or other vehicles without prior written consent from RTC.</li> <li>3) Temporary employees who are initially referred/introduced by RTC shall not be called back for temporary or direct-hire work without agency notification and consent. An RTC temporary employee hired in any capacity by the client company and/or referred by client to another entity and hired within 12 months of the most recent engagement by the client shall be considered a placement, and a fee will be due to RTC as outlined in our existing service agreement. Please contact RTC for any questions relating to this policy. Client signature indicates consent and understanding of this agreement.</li> </ol>	<p>Please round hours to the nearest quarter hour: :15 = .25 :30 = .50 :45 = .75</p> <p>Client, please double-check daily times and totals for accuracy before you sign this time sheet. Your signature indicates approval and acknowledges that such time was worked by the above-signed RTC temp/contractor, and that applicable fees incurred for this time worked are due and payable to RTC upon receipt and in accordance with our existing service agreement.</p>
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