



EMPLOYEE TIMESHEET

All hours **MUST** be rounded to the nearest quarter hour and all timecards are re-added by Office Manager for accuracy.

Invoices & payroll will reflect quarter hours (.00, .25, .50, .75)

OVERTIME WILL ONLY BE PAID IF APPROVED BY THE SUPERVISOR

ALL OVERTIME HOURS WILL BE PAID AND BILLED ACCORDING TO FEDERAL AND STATE LAW.

EMPLOYEE NAME: _____

CLIENT:

FACILITY:

DATE	DAY	IN	OUT	IN	OUT	OT	TOTAL HOURS

<p>COMMENTS:</p> 	
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I agree to abide by the terms outlined in my contract or pay interest per annum as defined, or the maximum amount allowed under State law, together with all collection & litigation costs, plus interest and reasonable attorney's fees. In recognition of substantial efforts made by Southwest Search in providing qualified staff to me Client agrees the above individual has worked the hours indicated and agrees to pay for said services as previously agreed upon by clients representatives and Southwest Search. Further, client agrees that utilization of this employee on either a temporary or full time basis within months from date on timesheet will be through Southwest Search. If Client desires to hire this person, it is agreed that written notification of this intent will be given to Southwest Search and this individual will be released to the Client for a recruitment fee as outlined in the Client Contract.

I certify that the hours shown above are correct and that the employee performed satisfactorily.

Employee Signature: _____ **Client Signature:** _____

Timesheets **MUST** be in our office by Monday morning. Any timesheet arriving after 9:00 a.m. will delay payment by one week. **Please fax timesheet to 214-828-8088.**