



# TIMESHEET

**FAX TIMESHEETS BY 12:00PM (NOON) ON MONDAY TO (866) 651-4033**

WEEK END DATE (SUNDAY)    Month      Day      Year   **2**  **0**

Last Name

Social Security #:  -  -

Company Name(Required) :

First Name:

Branch: **I N L A N D E M P I R E**

Client Supervisor:

Client Phone #:

		Round to Nearest 1/4 Hour (:00, :15, :30, :45)					
DAY	DATE	TIME IN	TIME OUT TO LUNCH	TIME IN FROM LUNCH	TIME OUT	Regular Hours/Min	Over Time
MON							
TUE							
WED							
THUR							
FRI							
SAT							
SUN							
<b>REG. HOURS</b>						<input type="text"/>	
<b>OVERTIME HOURS</b>						<input type="text"/>	
<b>TOTAL HRS.</b>						<input type="text"/>	

**AUTHORIZATION**

**ASSOCIATE:** *I certify that the TOTAL hours reported here are true and correct ACTUAL hours worked.*

**ASSOCIATE SIGNATURE:** X \_\_\_\_\_

**CLIENT:** *As the Client, I agree that the TOTAL hours reported are true and correct ACTUAL hours worked, the work performed was satisfactory, and the terms and conditions stated below are agreeable.*

X \_\_\_\_\_

**AUTHORIZED CLIENT SIGNATURE      PRINTED NAME      DATE**

**TIMESHEETS RECEIVED AFTER 12:00PM MONDAY MAY DELAY YOUR PAYCHECK**

Client and Vendor Agreement:

1. Vendor (Workway) shall provide the Client with such employees who are qualified to serve in the capacity specified by the Client. Upon prompt notice (within the first three hours of the assignment) from the Client, Vendor will not charge for such employee's unsatisfactory service and will attempt to promptly supply a replacement employee. Individuals supplied by Vendor to Client are at all times to remain employees of Vendor and shall be covered under Vendor workers compensation insurance policy.
2. Client agrees to release, defend and hold harmless Workway (together with Workway officers, directors, employees, successors and assigns) from and against any claims (including worker's compensation claims), expenses and/or liabilities arising from or in connection with the performance of the employee.
3. Client will be billed weekly. Payment is due upon receipt of invoice. Client will be billed for the hours shown on the timesheet at the agreed upon rate. Contractor will be paid overtime in accordance with employment regulations. Client will be billed overtime at 1.5 times the effective bill rate unless specified otherwise in the Client agreement. If the Client fails to pay Vendor when due, Client shall pay all late charges at 1.5% per month, collection and/or litigation costs plus reasonable attorney's fees.
4. If Client without written consent of Vendor, hires the employee whether directly through the Client company or through another temporary agency or through any agent other than Vendor within the first year following the assignment, the Client agrees to pay Vendor standard placement fee of 30% of employee's annual salary.
5. The parties agree to arbitrate any dispute concerning this Agreement, other than claims by Vendor or any collection attorney or agency appointed by Vendor for payment under this Agreement, not earlier resolved by informal good faith negotiations.

5. The parties agree to arbitrate any dispute concerning this Agreement, other than claims by Vendor or any collection attorney or agency appointed by Vendor for payment under this Agreement, not earlier resolved by informal good faith negotiations. The proceedings shall be binding. The parties will mutually agree upon the arbitrator, or, if they are unable to so agree, they will each select one arbitrator and the two arbitrators so selected shall select a third arbitrator. The arbitrators' decision shall be final and non-appealable and judgment may be entered in any court having jurisdiction. In any adversarial proceeding hereunder, the losing party shall pay the prevailing party's reasonable attorneys' fees and costs as determined by the arbitrators or the enforcing court.

### Timesheet Instructions

Print clearly and legibly when completing your timesheet

1. Enter the week ending date in the boxes provided (month, day, year). The week ending date is always a Sunday.
2. Enter your last name and first name in the boxes provided. Use your full "legal" name (as stated on your social security card). Do NOT use nicknames, initials or Americanized versions of your name. Please be sure to put your last name and first name in the correct boxes.
3. Enter your 9-digit social security number in the boxes provided.
4. Enter the name of the client where you are working in the boxes provided. Note: There should only be hours for one assignment on each timesheet. If you have worked at multiple assignments during one week, you need to fill out a separate timesheet for each assignment.
5. All fields must be completed for days worked. The first day of work is always a Monday. All reported hours need to be reported to the nearest ¼ hour (.15, .30, .45). For example if you arrive at work at 6:53 a.m., you would round up to 7:00 a.m. If you stop work at 3:08 p.m., you would round up to 3:15 p.m.

Minutes	Hours
53 To 7	0:00
8 To 22	0:15
23 To 37	0:30
38 to 52	0:45

*Note: The timesheet should only include time for the current week. If you need to report additional hours for a previous week and have already submitted your timesheet for that week, you will need to completed a separate timesheet for the additional hours for the prior week end date. When submitting a timesheet for additinal hours for the prior week write "Additional Hours" on top of the timesheet.*

Entering hours:

- \* Enter the date for all days worked
  - \* Enter the start time
  - \* Enter the end time
  - \* Lunch – if no lunch is taken state "none" or a dash. In some states lunch is required based on the number of hours worked to ensure you and Workway are in compliance with applicable state laws.
  - \* Add the total hours both across and down. When the branch office finds an error, a new Timesheet or an initialed correction by the contractor and client is needed. A Workway representative may not white out, cross out, or alter the timesheet information. Note that the corporate office will calculate overtime hours in accordance employment regulations.
6. Sign your timesheet.
  7. Obtain your assignment supervisor's or appropriate manager's signature.
  8. Make a copy of your timesheet for your supervisor and keep the original for yourself.
  9. Fax the timesheet to the number indicated on the timesheet. Be sure to fax your timesheet before the **Monday 12:00 PM** deadline ensure timely processing of your paycheck. If your timesheet is not received by deadline you may be paid the following week. If your work week ends on a Friday, please fax your timesheet to the branch office on Friday, when ever possible, especially on weeks that begin with a Monday holiday.
  10. In the future, to print only the timesheet and not the instructions, before selecting "Ok", use the "Print Range" and select "Page" then type 1 in both boxes.