



employee timesheet

EMPLOYEE NAME: _____ WEEK ENDING: Sunday, / /

COMMUNITY NAME: _____

DATES/TIMES AVAILABLE FOR NEXT ASSIGNMENT: _____

- Hours should be rounded to the nearest quarter hour (15 min = 0.25, 30 min = 0.5, 45 min = 0.75).
- Use a separate time sheet for each week and each client.
- Any corrections made to time worked must be initialed by supervisor.
- Timesheets must be fully completed and submitted by 5pm Monday to ensure prompt payment.
- Timesheets may be submitted via fax, (703)842-8722, or email, time@therepsinc.com.

Employee Certification: I certify that the hours listed below are correct. I acknowledge that I am responsible for obtaining my supervisor's signature to verify hours worked. I understand that I must contact REPSolutions in order to notify them of my availability upon completion of this assignment. I have read, understand and agree to abide by the terms of my REPSolutions temporary assignment agreement.

EMPLOYEE SIGNATURE: _____ DATE: / /

	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MONDAY	/ /				
TUESDAY	/ /				
WEDNESDAY	/ /				
THURSDAY	/ /				
FRIDAY	/ /				
SATURDAY	/ /				
SUNDAY	/ /				
				TOTAL	

Client Certification: I certify that the hours listed above are correct and that the work was performed to my satisfaction. I am authorized to sign this timesheet on behalf of the client and I have retained a copy of the signed timesheet for my reference. A minimum of three (3) hours will be billed unless otherwise agreed to by Client and REPS prior to placement. Should total hours listed above exceed forty (40) hours, Client will be billed at 1.5 times the usual billing rate for time exceeding forty hours. Client acknowledges that Employees are a valuable asset of REPSolutions (REPS) and agrees not to hire any Employee of REPS until the later of (a) one (1) year after the last date on which REPS provided such Employee to Client or (b) twenty-six (26) weeks after the last date on which such Employee was employed or engaged by REPS.

CLIENT SIGNATURE: _____ DATE: / /