

## EMPLOYEE TIME SHEET

	WEEK ENDING	SOCIAL SECURITY NUMBER					EMPLOYEE LAST NAME	FIRST	M		
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS	EMPLOYEE ADDRESS (STREET OR P.O.)				
SUN							CITY	STATE	ZIP CODE		
MON							<p>EMPLOYEES WORKING AT MORE THAN ONE COMPANY DURING THE WEEK (SUNDAY-SATURDAY) MAY NOT HAVE HOURS EXCEEDING 40 EXCEPT WITH DANIEL ROBERTS EMPLOYMENT AUTHORIZATION.</p> <p>I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.</p> <p>EMPLOYEE SIGNATURE _____</p>				
TUE											
WED											
THU											
FRI											
SAT											
TOTAL HOURS FOR WEEK TO NEAREST QUARTER HOUR										<p>FAX ON FRIDAY (WE MUST HAVE BY MONDAY 9:00 A.M.)</p> <p>TO: DANIEL ROBERTS EMPLOYMENT 175 FEDERAL STREET BOSTON, MA 02110-2210 617-262-5400 • FAX 617-728-4477</p>	
<p>Client Agreement</p> <p>Hours shown above are certified as correct and approved for payment. Overtime will be charged for hours in excess of 40 hours per week. There is a 4 hour minimum charge. Client agrees to notify Daniel Roberts Employment if a Daniel Roberts Employment employee is hired by or works directly for the Client, and a fee will be charged based on Daniel Roberts fee schedule. Fee schedules are available to Client upon request.</p>											
CLIENT SIGNATURE					CLIENT NAME (PLEASE PRINT)						
X											
CLIENT COMPANY					OFFICIAL USE ONLY						
BILLING ATTN. TO:					TOTAL HOURS	PAY RATE	REG. HRS.	OT HRS.	TOTALS		
BILLING ADDRESS					BILLING HRS.	BILLING RATE	CLIENT CODE	M/P	BILL TOTAL		
CITY		STATE	ZIP CODE								
CHECK PICK-UP _____ MAIL _____ DIRECT DEPOSIT _____ (AUTHORIZATION FORM REQUIRED)											

### EMPLOYEE INSTRUCTIONS

- Fill out a separate time sheet for each assignment and each week worked. Make sure all the information is filled out and that **both you and your supervisor have signed the time sheet.**
- Please make sure all time sheets are legible and that your hours are correct to insure that you are paid the correct amount.
- *Your time sheet must be received by **Monday morning at 9:00 AM.** If your time sheet is not received by this time, it will not get processed until the following week.*
- If you choose to pickup your check, it will be available at Daniel Roberts Employment's office Wednesday by 12:00 PM.
- Please be sure to contact us before working over 40 hours in one week. Any overtime must first be approved by our office.
- **For tax purposes, please notify our office if your address changes.**