



GLOBAL WORKFORCE DEPLOYMENT

2901 Wilcrest Dr. | Suite 500
Houston, TX 77042
p. 800-701-4014 | f. 800-765-0652
www.people20.com

Date _____

Employee Name _____

Client Company _____

Work Phone _____

PROVIDING SERVICES FOR: **BRETTTHAUER-RAMIREZ STAFFING**

Email timesheets: mytime@brstaffing.com or
Fax to (281) 922 6300

EMPLOYEE TIME SHEET

DAY	DATE	START	LUNCH		END	REG HOURS	OT HOURS	REMARKS
			OUT	IN				
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTALS:	_____ >							
Express hours worked in decimals & round to the nearest quarter hour. For example: (7 hrs 15 min = 7.25 hrs) (7 hrs 45 min = 7.75 hrs) (7 hrs 35 min = 7.50 hrs) (7 hrs 40 min = 7.75 hrs)						=	THIS WEEK'S TOTAL HOURS WORKED	

PAY CHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax or email time sheets by noon on Monday. Approved time sheets will be processed and distributed by Friday. Call your People 2.0 account representative to confirm receipt of time sheet.	I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.	Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to People 2.0 upon receipt of invoice.
	Employee Signature	Authorized Client Company Rep/Mgr Signature
	My Assignment Will Continue Next Week: YES <input type="checkbox"/> NO <input type="checkbox"/>	Print authorized representative name _____ Title _____

IMPORTANT NOTES - PLEASE READ:

1. Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum non-usurious rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Harris County, Texas, which shall have exclusive jurisdiction over such proceedings.
2. Hours worked that require payment of overtime wages shall be billed at 1.5 times the regular hourly billing rate.
3. Employee acknowledges that he/she has received meal and rest periods as mandated by state law.
4. Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this time sheet.
5. Client company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles, regardless of ownership, without obtaining prior written consent from People 2.0. Temporary employees shall not be authorized, requested, or allowed to drive on client company business without prior written consent from People 2.0. Job duties shall be limited to office tasks.
6. Client company agrees to provide a safe worksite free from unlawful harassment or discrimination.
7. Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without prior written consent from People 2.0. Temporary employees shall not have access to unattended premises and shall not approve, submit, or process invoices for payment or authorize expenditures of any kind without strict supervision by client company and written approval from People 2.0.
8. Client company shall not authorize or request any temporary worker to undertake foreign or offshore travel without prior written consent from People 2.0.
9. As the employer of record for temporary or contract workers People 2.0 makes no representations, express or implied, as to the background or qualifications of any worker or to the accuracy of any facts or information. Background checks and drug screens are not performed by People 2.0 on temporary or contract workers unless specifically requested in writing by the client company.

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