

Timesheet



211 W. Wacker Drive, Suite 700 • Chicago, IL 60606 • Phone 312.346.3400 • Fax 312.488.4125 www.staffingthecity.com

Name _____

Company _____

Supervisor Name _____

Assignment Completed? Yes ☐ No ☐

Mail paycheck ☐

Hold paycheck ☐

***Time Card for Week Ending: (Sunday) ____/____/____**

Draw a line through days not worked

	MON.	TUE.	WED.	THU.	FRI.	SAT.	SUN.
Start Time							
Lunch Out							
Lunch In							
Finish Time							
Daily Total							

Total Hours For this Week (rounded off to nearest quarter hour): _____Hours / _____Minutes

Employee Signature

I acknowledge that I have read and understand the City Staffing Conditions of Employment and the additional terms and conditions on the reverse of this timesheet and will abide by this agreement

Employee Signature _____

Your timesheet must be in our office by 10:00 AM on Monday or your pay will be delayed one week

Client Verification and Signature

I certify the hours shown here are correct and authorize payment. *Please note:* Hours over 40 will be billed at 1.5 times the specified rate. I have read the terms and conditions of the City Staffing Letter of Agreement and agree to abide by them.

Client Approval Signature

Client Title

Date

#

ADDITIONAL TERMS AND CONDITIONS

The Client

The Signature to this timesheet is an acknowledgement that City Staffing has incurred substantial recruitment, screening, administrative and marketing expenses in providing the services of the temporary employee identified on the reverse side.

The client shall not hire directly or indirectly, or use the services of the field employee within (1) year after the Client hires or otherwise uses the services of the employee, then the Client will notify City Staffing and either a) continue the temporary assignment of such employee, for a the total of 720 hours or 90 days, and pay for his or her services under the same terms and conditions as presently provided, or b) pay a percentage of the yearly salary. This amount will be prorated for days worked.

The person signing the reverse side hereof, certifies on behalf of himself or herself and the Client that (1)he or she is authorized to sign on behalf of the Client; (2) that the hours worked and the information listed on the reverse side are correct; (3) the services of the employee identified on the reverse side were satisfactory; (4) the client has not and will not entrust City Staffing's temporary employees to operate machinery or motor vehicles without prior written permission from City Staffing; (5) City Staffing is not responsible to client or others for claims made under its fidelity bond, unless such clients are reported to City Staffing in writing by the Client within thirty (30) days after occurrence; and, (6) Client will indemnify City Staffing from claims or liabilities pursuant to the Occupational Safety and Health Act governing the premises owned or controlled by Client and to which City Staffing field employees are assigned to perform services in or are present in.

The Client recognizes that City Staffing has an employer/employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning their employment, job assignments and, pay procedures, etc., with City Staffing. The Client agrees to pay interest at the rate of one-half (1-1/2% percent per month (18% annum) on charges remaining unpaid thirty (30) days after the invoice date and reasonable attorney's fees and expenses of collection, if City Staffing engages an attorney to enforce payment of any charges incurred.

IMPORTANT INFORMATION – PLEASE READ BEFORE FILLING OUT YOUR TIME CARD

Agreement

By submitting this timesheet to City Staffing I agree not to work for the company named on the front side of this timesheet directly or while on the payroll of another staffing service or as a consultant during a period of one year after the last day of work for the company on City Staffing payroll. I will notify City Staffing each Monday with my availability. If I do not call, City Staffing can assume I am not available to work that week. City Staffing is not responsible for timecards not received within 30 days of week ending date. This official record of time is used to calculate your pay. Please be accurate and complete, including client signatures. Missing or illegible information may cause a delay in your paycheck. Be sure to call the City Staffing office at 312.346.3400 if you have any questions regarding this timesheet or your assignment. Please be sure to notify City Staffing of any changes in your address or phone number.

When filling out your timesheet:

- Use a new timesheet for **each assignment** and for **each week**. You will receive a new timesheet with your paycheck.
- Complete every section of the timesheet, including daily lunch periods, which are deducted from your total.
- On the last day of the assignment or the end of the week, whichever comes first, have your supervisor approve or sign your timesheet. Ask if you are to return to the assignment and check the appropriate box.
- Call City Staffing when finishing an assignment to report your availability for further work.
- Be sure to request a change in your W-4 status if you change your marital status or number of exemptions.
- If you happen to work on an assignment and do not have a timesheet available, you can download one from our website or call the office to have one faxed over to you.
- In case of sickness, late arrival or unexpected emergencies, contact City Staffing immediately.
- **Your timesheet must be in our office by 10:00 AM on Monday or your pay will be delayed one week.**