



**PALMER**  
STAFFING SERVICES



**PALMER**  
LEGAL STAFFING

## Time Sheet

Employee Name: \_\_\_\_\_ Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Please check one (default is to residence) ☐ check to residence ☐ direct deposit

| DATE | ARRIVED | LUNCH<br>OUT IN | DEPARTED | REGULAR<br>HOURS | OVERTIME<br>HOURS |
|------|---------|-----------------|----------|------------------|-------------------|
|------|---------|-----------------|----------|------------------|-------------------|

|           |  |  |  |  |  |
|-----------|--|--|--|--|--|
| Monday    |  |  |  |  |  |
| Tuesday   |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday  |  |  |  |  |  |
| Friday    |  |  |  |  |  |
| Saturday  |  |  |  |  |  |
| Sunday    |  |  |  |  |  |

|             |  |  |
|-------------|--|--|
| Total Hours |  |  |
|-------------|--|--|

Time sheets must be faxed to Palmer no later than 12:00 noon on the following Monday. When totaling your hours for the day, round to the nearest quarter hour (.25, .5 or .75). Overtime (more than 40 hours in a week) and lunches less than an hour must be approved by the client first. Lunch is not billable or paid. **Please fax time sheets to (703) 904-1891 or email to Robin Beckwith at [rbeckwith@plsdc.com](mailto:rbeckwith@plsdc.com).**

I certify that the hours shown were worked by me during the week indicated. I understand Palmer remains my employer at all times during this assignment and I will receive my wages for hours worked directly from Palmer.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the hours shown were worked by your employee during the week indicated and work was performed satisfactorily. It is also understood that overtime (over 40 hours in a week) will be billed at time and a half. For each day, there is a 4 hour minimum. We agree not to employ directly the above named temporary for a period of 365 days from the above date without a release fee to Palmer.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_