



# S.I. Staffing, LLC

**Fax time sheets by 10:00 a.m. on Monday to 281-367-5702.**

26514 I-45 North Suite B  
The Woodlands, Texas 77386  
Bus (281) 298-8080  
Fax (281) 367-5702

## Time Sheet

Temporary Name \_\_\_\_\_

Client Company \_\_\_\_\_ Department \_\_\_\_\_

Day	Date	Start	Lunch		End	Reg Hours	OT Hours	Remarks	
			Out	In					
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>TOTALS:</b>	_____								

PAYCHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax time sheets by 10:00 am on Monday morning. Paychecks will be available on Friday morning.	I attest that the hours stated on this tiemsheet were worked by me during the time period shown above.	Execution of this form by the client certifies that the hours listed are correct and the applicable fees are due to SI Staffing, LLC upon receipt of the invoice.
<b>PICK UP CHECK</b> [ ]	Temporary Employee Signature:	Supervisor Signature:
<b>DIRECT DEPOSIT</b> [ ]	Assignment Complete? [ ]Yes [ ]No	Print Supervisor's name:

### IMPORTANT NOTES - PLEASE READ:

- Any missing or incorrect data may cause delays in processing. Please make sure all data is complete and accurate.
- 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 Montgomery County, TX, which shall have exclusive jurisdiction over such proceedings.
- Hours worked in excess of 40 hrs/wk will be billed at time and a half unless employee is classified as "exempt" from overtime wage regulations
- 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
- Client company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles without obtaining prior written consent from SI Staffing, LLC.
- Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without obtaining prior written consent from SI Staffing, LLC.
- Client company shall not authorize, request or cause any temporary employee to undertake foreign or offshore travel without obtaining prior written consent from SI Staffing, LLC.

**HIRING POLICY:** SI Staffing, LLC refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity by a client company within one year from the last date of a temporary or contract assignment shall cause a standard personnel placement fee to be due SI Staffing, LLC. A client company who refers a temporary or contract worker to an affiliated company, associate, friend, or other entity shall be liable for a standard personnel placement fee if the worker is hired within one year of such referral.

**PLEASE MAKE COPIES OF BLANK TIME SHEET FOR FUTURE WEEKS**

**Effective 10/07**