



PAYROLL/TIME SHEET PROCEDURES

Payroll is processed bi weekly on Friday. Attached please find the pay cycle calendar. It shows each pay date and the corresponding pay period.

PLEASE PRINT CLEARLY. In order to be paid on time, every time sheet **MUST** provide the following information:

1. **Week Ending Date** – Friday's Date
2. **Employee's Name** – Print your name
3. **Client** – Print the name of the company you are assigned to
4. **Employee's Signature** – Sign your timesheet
5. **The last 4 digits of Your Social Security Number** – Print legibly
6. **Client's Signature** – You must have the client sign your timesheet
7. **Print Name** – Client's printed name

TIME SHEET DATA

1. **Record each day's date in the Date column**
2. **Record regular hours and the days you worked** – Record all hours worked
3. **Start Time** – Record the time you report to work
4. **End Time** – Record the time you break for lunch
5. **Start Time** – Record the time you return to work
6. **End Time** – Record the time you leave for the day
7. **Total** – Enter the total hours for each day and the total hours for the week
8. Fax your time sheet every Friday to the number listed at the bottom of the timesheet

HOW TO ENSURE YOU WILL RECEIVE YOUR PAYCHECK ON TIME:

1. PLEASE MAKE SURE **YOU AND YOUR** SUPERVISOR SIGN YOUR TIME SHEET BEFORE FAXING. YOUR PAYCHECK CANNOT BE PROCESSED WITHOUT BOTH SIGNATURES, AND YOUR PAYCHECK WILL BE DELAYED UNTIL ALL SIGNATURES ARE RECEIVED. WE CANNOT MAKE EXCEPTIONS!
2. Follow the instructions specified your time sheet.
3. Unless you have made special arrangements, your paycheck will be mailed to you.
4. If you prefer to pick up your check, call our payroll department. Checks that are held will be available on the pay date at our Springfield location.



Weekly Timesheet

for week ending: _____

Employee _____

Client _____

	Date	Time In	Time Out	Time In	Time Out	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Hours _____

- 1) Employee certifies that the hours were worked during the week ending designated are accurate and complete and were certified by an authorized representative of the Client and no "off-the-clock" hours were worked.
- 2) Employee agrees not to accept employment directly with Nauticus Group's Client, or indirectly through a third party performing services for the Client, for a period of 180 days following the completion of assignment to said Client, whether the assignment is performed on the Client's premises or the premises of the third party, without the written consent of Nauticus Group.
- 3) Employee further certifies that he/she suffered no job related injury or occupational disease during the course of the workweek
- 4) Employee agrees to work under the supervision of the Client and if he/she is injured in anyway (including death) or suffers a work related disease that he/she will be solely covered by workers compensation benefits including death benefits provided by Nauticus Group or the Client. The Employee waives any claims based on negligence against Nauticus Group and Client.

Employee Signature _____ ID Number _____

Thank you for choosing Nauticus Group. For the services of our employee, whose name appears above, we will invoice your firm as verbally agreed. Overtime (for hours worked in excess of 40 hours a week) will be billed at the same multiple as is required to be paid to the employee (e.g., one and one-half times the billing rate for overtime that must be paid out at time and a half). The billing rate charged is determined on a basis of the amount of experience necessary to do the assignment. Please feel free to use our employee for other assignments. The hourly bill rate may then change to reflect the experience necessary to complete the assignment. Our employee is assigned to you under the following conditions of assignment:

- 1) The person assigned to your company is an employee of Nauticus Group and shall not be deemed to be your employee except as required by law. Nauticus Group warrants that its employee is adequately covered by workers' compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes and unemployment taxes, as well as social security, state disability insurance and all other payroll changes.
- 2) Client confirms that the total hours shown are correct and are approved to be invoiced at the agreed upon rate and that no "off-the-clock" hours were worked.
- 3) Client agrees not to hire the Employee directly or indirectly for a period of 180 days following the end of Employee's assignment, without the written consent of Nauticus Group.
- 4) Because Nauticus Group's invoices reflect payroll we may have already paid, our invoices are due upon receipt.
- 5) Each invoice will evidence a separate and distinct contract. In the event that you fail to pay the charges of Nauticus Group when due, then you agree to pay interest at the rate of one percent (1%) per month, all costs of collection, including reasonable attorneys' fees, whether or not suit is initiated.
- 6) It is understood that you will not authorize a Nauticus Group employee to do any heavy lifting or operate machinery (other than office machines) or automotive equipment.
- 7) The insurance furnished by Nauticus Group does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment.
- 8) A Nauticus Group employee may not handle cash, negotiable or other valuables without the written consent of Nauticus Group and then only under your direct supervision. Nauticus Group will not be responsible for any loans made to Nauticus Group employees by Client or Client employees.
- 9) A Nauticus Group employee may not, under any circumstances, transport or convey monies, securities or any negotiable instruments (including, but not limited to, delivering bank deposits to a bank or other institution).
- 10) A conversion fee is payable if you have our employee assigned to you, regardless of the employment classification, on either a permanent, temporary (including temporary assignments through another agency) or consulting basis within six months after the last day of the assignment.
- 11) You also agree to pay a conversion fee if our employee assigned to you is hired by a subsidiary or other related company or business as a result of your referral of our employee to that company.
- 12) It is understood that under no circumstances will Nauticus Group be responsible for claims for dishonesty, misconduct or work performed unless such claims are reported in writing to Nauticus Group within ten (10) days of the occurrence.
- 13) Nauticus Group is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, gender, age, disability, national origin, ancestry, sexual orientation, marital status, status in regard to public assistance, veteran status or any other legally protected category.

Client's Signature _____ Print Name _____

***Please fax your signed timesheet to (973) 921-9799 or e-mail it to timesheets@nauticusgroup.com every Friday.**