

DATE _____
 EMPLOYEE NAME _____
 CLIENT COMPANY _____
 WORK PHONE _____

EXECUSOURCE, INC.
 2002 Summit Blvd. Suite 300
 Atlanta, GA 30319
 404-460-5728
m.schwartz@execusource.com

EMPLOYEE TIME SHEET

DAY	DATE	START	LUNCH	END	REG HOURS	OT HOURS	REMARKS
MON							
TUE							
WED							
THUR							
FRI							
SAT							
SUN							
TOTALS							
						TOTAL HOURS WORKED	

Express hours worked in decimals & round to the nearest quarter hour. Ex. 7hrs 40min = 7.75 hrs.

<p>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.</p> <p>Employee Signature _____</p> <p style="text-align: center;">My Assignment Will Continue Next Week: Yes _____ No _____</p>	<p>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 ExecuSource upon receipt of invoice</p> <p style="text-align: center;">Authorized Client Company Mgr. Signature _____</p> <p>Name _____ Title _____</p>
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Mail my paycheck to my address on record _____

I will pick up check at Execusource office _____

*check will be mailed on Friday if not picked up during the week.

* If you have not established Direct Deposit, all checks will be mailed by first class US Postal no later than Tuesday for the previous work week.

Change of address: _____

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 Fulton County, Georgia, 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 has received meal and rest periods as mandated by state law.
4. Employee acknowledges that he 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 contract employee to operate machinery, automobiles, trucks or other vehicles, regardless of ownership, without obtaining prior written consent from ExecuSource. 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 contract worker to undertake foreign travel without prior written consent from ExecuSource.
8. Background checks and drug screens are not performed by ExecuSource on contract workers unless specifically requested by client company.

HIRING POLICY: ExecuSource refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a contract worker hired in any capacity by a client company with one year from the last date of a contract assignment shall cause a standard personnel placement fee to be due ExecuSource. ExecuSource shall furnish a standard fee schedule to client company upon request. A client company who refers a 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.