



# TIMESHEET FOR THE JOB SHOP CONTRACT ASSIGNMENTS

To avoid delays in processing, please fill out all applicable fields completely and correctly.  
 Incomplete or incorrect timesheets will not be accepted

|                    |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |
|--------------------|-----------------------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|
|                    | <b>YOUR NAME</b>            |      |            |      |            |      |            |      |            |      |            |      |            |      |
|                    | <b>LAST 4 DIGITS OF SS#</b> |      |            |      |            |      |            |      |            |      |            |      |            |      |
|                    | DATE                        |      | DATE       |      | DATE       |      | DATE       |      | DATE       |      | DATE       |      | DATE       |      |
|                    | <b>MON</b>                  |      | <b>TUE</b> |      | <b>WED</b> |      | <b>THU</b> |      | <b>FRI</b> |      | <b>SAT</b> |      | <b>SUN</b> |      |
|                    | HRS.                        | MIN. | HRS.       | MIN. | HRS.       | MIN. | HRS.       | MIN. | HRS.       | MIN. | HRS.       | MIN. | HRS.       | MIN. |
| TIME IN            |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |
| TIME OUT           |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |
| LESS LUNCH         |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |
| TOTAL REGULAR TIME |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |
| TOTAL OVERTIME     |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |
| DOUBLE TIME        |                             |      |            |      |            |      |            |      |            |      |            |      |            |      |

**MANDATORY:** All employees must take their breaks when on assignment. Breaks may not be waived, and they cannot be used to shorten the workday or be accumulated for any other purpose. Please confirm by initialing:  
 "I have taken a lunch and/or all breaks due to me each day \_\_\_\_\_."

|                           |                     |                 |                    |
|---------------------------|---------------------|-----------------|--------------------|
| <b>WEEK ENDING SUNDAY</b> | <b>REGULAR TIME</b> | <b>OVERTIME</b> | <b>DOUBLE TIME</b> |
| MONTH    DAY    YEAR      | HRS.    MIN.        | HRS.    MIN.    | HRS.    MIN.       |

ALL overtime and double time MUST be PRE-APPROVED

|  |
|--|
| Job Completed <input type="checkbox"/> or Job Continuing <input type="checkbox"/>                        |
| <b>IMPORTANT:</b> Hold check for pick up <input type="checkbox"/> or mail check <input type="checkbox"/> |

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **DEPT.** \_\_\_\_\_

**TEMPORARY EMPLOYEE SIGNATURE:** \_\_\_\_\_

Client Information: Overtime is paid for hours worked in excess of 8 hours in one day or 40 hours in one week. There is a 4-HOUR MINIMUM per assignment. If you or any of your affiliates hire this employee on a full-time basis within one year of this timecard, you will be billed a placement fee of 20% or the fee schedule in effect at the time.

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