



SUPERIORHIRE



Weekly Timesheet

Timesheets should be signed by an authorized manager and submitted no later than noon on Monday for payroll processing for the previous work week. Timesheets received after the deadline may be processed the following week. Timesheets can be faxed into the SUPERIORHIRE office at **972-392-1745** or scanned and emailed to **timesheets@superiorhire.com**

Week Ending (Sun): _____ **Employee Name:** _____

Client Name: _____ **Department:** _____

Record number of hours worked up to the nearest quarter hour **(Example: 7.75 hours)**
 All changes to daily time or total time entered must be initialed by your supervisor.
 Overtime must be pre-approved by your Supervisor.

MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL

I certify the hours worked and shown above represent the total hours worked this week by me and are properly verified by the supervisor of the client listed above. I understand after the completion of every assignment, I must send an email within the next working day of my availability for my next assignment to ReadyToWork@superiorhire.com. Further, I understand that failure to do so or to accept my next job assignment will indicate that I have voluntarily quit and may make me ineligible for unemployment benefits. I also certify that no accident or injury was sustained while working at this assignment. If I choose to leave this assignment at any time prior to completion, I will give at least one (1) week's written notice to SUPERIORHIRE or risk being in violation of the written policies.

 (Employee Signature)

 (Print Name)

 (Date Signed)

To Be Completed by Client Supervisor

Client Approval (Authorized Signature Required)	Title	Date
Please Print Name	Verify Total Hours Worked by Employee _____ hrs (up to the nearest quarter hour)	Is this employee continuing this assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No

The signature above authorizes SUPERIORHIRE to pay its employee and bill the client for the total number of hours worked on a weekly basis. Overtime hours are billed at one and one-half times the straight time billing rate. By signing this time sheet, client certifies that the hours shown above are correct and that the work performed was satisfactory. The employee assigned has specific job requirements and are not to be changed without prior consent of SUPERIORHIRE. Customer represents that its work site complies with all OSHA and other applicable rules and regulations and that employees will be/are included in all safety programs. SUPERIORHIRE assumes no responsibility if employees handle cash, securities or other valuables without prior written permission. In consideration of the services provided, customer agrees that in the event the employee listed on this timesheet is employed by customer, directly or indirectly, within one year from the last day of the employee's assignment with customer, customer shall pay to SUPERIORHIRE a fee of twenty-five (25%) percent of the employee's annual billing rate. Employees shall not operate or drive any motorized vehicle or operate any machinery, except office machinery, without prior written consent from SUPERIORHIRE.