

WEEK STARTING DATE (MONDAY):

____ / ____ / ____

WEEKLY ASSOCIATE TIME SHEET

MUST BE OPENED IN ADOBE READER



ASSOCIATE NAME (print full name): _____ Last 4-digits of Associate's Social Security Number: _____

CLIENT COMPANY NAME (print): _____ REPORT TO: _____

Day of Week Month / Day	Time In (Example 8:00 AM)	Time Out (Example 12:00 PM)	Lunch	Time In (Example 1:00 PM)	Time Out (Example 5:45 PM)	Total Hours Round to Quarter Hour
Mon ____ / ____	:	:		:	:	
Tue ____ / ____	:	:		:	:	
Wed ____ / ____	:	:		:	:	
Thu ____ / ____	:	:		:	:	
Fri ____ / ____	:	:		:	:	
Sat ____ / ____	:	:		:	:	
Sun ____ / ____	:	:		:	:	

Total Hours:	
Regular Hours:	
OT Hours:	

- All hours & overtime ("OT") will be paid & billed according to local labor laws.
- An Associate that reports to work and is sent home must be paid a minimum of 4 hours.
- Hours should be rounded to the nearest quarter-hour (.00; .25; .50; .75)
- Associates are responsible for submitting timesheets, as payment is dependent on timely & complete submission.
- Timesheets can be hand-delivered, faxed (407-624-3992), or scanned & emailed to VRG (info@veritasrecruitinggroup.com).
- Associates will be paid on the Friday following the current work-week, provided timesheet is received by VRG no later than 5pm Monday.

CLIENT APPROVAL

Client authorization on this timesheet certifies the employee has completed the hours of work stated above and client agrees to pay the invoiced amount generated by this timesheet. The Client further agrees to the terms stated herein.

 AUTHORIZED CLIENT SIGNATURE DATE

 PRINTED NAME TITLE

ASSOCIATE APPROVAL

Associate's signature on this timesheet certifies that hours worked are accurate and rounded to the nearest 15 minute / quarter-hour.

 ASSOCIATE SIGNATURE DATE

 PRINTED NAME

Veritas Recruiting Group, LLC ("VRG") assumes no responsibility for damages or other remedies for any acts, errors or omissions of VRG's Temporary Associates as these Temporary Associates are assigned under the care and supervision of the client for the duration of the assignment.