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THIS SHEET MUST BE COMPLETED AND SIGNED BEFORE A PAY CHECK CAN BE ISSUED

REPORT YOUR TIME TO THE NEAREST ¼ HOUR

PLEASE PRINT CLEARLY

	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS	EMPLOYEE NAME
MON					CLIENT NAME
TUE					CLIENT ADDRESS
WED					CITY STATE, ZIP
THU					My Assignment is Continuing ☐ Completed ☐
FRI					I will pick up my check ☐ Mail My Check ☐
SAT					Direct Deposit ☐
SUN					I hereby verify that I have worked the hours indicated on this time sheet.
TOTAL HOURS WORKED:					Employee Signature:
ALL HOURS WORKED IN EXCESS OF 40 HOURS WILL BE CONSIDERED OVERTIME					WEEK ENDING:
					MONTH: DAY: YEAR:

TERMS AND CONDITIONS

I certify that the total hours shown are true and correct, and my signature below is authorization to bill CLIENT for these hours. CLIENT agrees to accept an emailed, e-signed, or faxed copy of this document in place of the original. CLIENT's signature or other agreed method of approval of the work time submitted certifies that the documented hours are correct and authorizes RJ-STAFFING to bill CLIENT for those hours. CLIENT acknowledges RJ-STAFFING's policy of 4 hours minimum billing per day. CLIENT acknowledges any hours billed in excess of 40 hours per week will be billed at the overtime rate of 1 and ½ times the regular hourly rate. If CLIENT, or any related company, hires an employee or candidate referred by RJ-STAFFING to CLIENT, as a result of RJ-STAFFING's referral or otherwise, in any capacity, as employee, consultant, or independent contractor, within 24 months of the most recent activity on behalf of that candidate by RJ-STAFFING without consent from RJ-STAFFING, the penalty fee for candidate theft will be 30% of the annual salary offered to that employee or candidate. Hourly employee salaries will be annualized using the following formula, regardless of work schedule: Hourly Pay Rate multiplied by 40 Hours multiplied by 52 Weeks. CLIENT agrees to RJ-STAFFING's payment terms of "Due Upon Receipt" and will pay their invoices accordingly. Should CLIENT breach any of the aforementioned contractual terms and conditions, whether specific or implied, CLIENT will be liable to reimburse RJ-STAFFING for attorney's fees and court costs necessarily incurred through the collection of fees and/or litigation resulting from said breach in the amount of 1/3 of the outstanding debt and penalty fee. My signature below constitutes agreement to the aforementioned terms and conditions.

CLIENT AUTHORIZED SIGNATURE

DATE

CLIENT AUTHORIZED PRINTED NAME & TITLE

CLIENT COMPANY NAME