



Date \_\_\_\_\_  
 Employee Name \_\_\_\_\_  
 Client Company \_\_\_\_\_  
 Work Phone \_\_\_\_\_

625 Broadway Suite 1114, San Diego, CA 92101  
 Office: 619-281-3900 Toll-Free Fax: 1-800-856-1095

**Employee Time Sheet**

Day	Date	Start	Lunch		End	Reg Hours	OT Hours	Remarks
			In	Out				
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Express hours worked in decimals & round to the nearest quarter hour.

For Example:      7hrs 15min = 7.25 hrs      7hrs 45min = 7.75hrs  
                          7hrs 35min = 7.50 hrs      7hrs 40min = 7.75hrs

**TOTAL:** \_\_\_\_\_

This Week's  
TOTAL Hours Worked

Paycheck Distribution	Statement of Accuracy	Approval of Hours Worked
Fax time sheets by noon P.S.T. on Monday. Paychecks will be mailed on Wednesday evening. Any other arrangements should be explained on time sheet below and confirmed by phone with a Spencer Gray administrator.	I attest that the hours stated on this timesheet 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	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 Spencer Gray, LLC.
Please distribute my paycheck as follows:	Employee Signature	
	My Assignment Will Continue Next Week:	
	Yes	No
	Print Authorized Rep/Mgr Name and Title	

**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 nonusurious rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Harris County, Texas, 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/she has received meal and rest periods as mandated by state law.
4. Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this work sheet.
5. Client company shall not authorize, request, or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles, regardless of ownership, without obtaining prior written consent from Spencer Gray, LLC. Temporary employees shall not be authorized, requested, or allowed to drive on client company business without prior written consent from Spencer Gray, LLC. 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 temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without prior written consent from Spencer Gray, LLC. Temporary employees shall not have access to unattended premises and shall not approve, submit, or process invoices for payment or authorize expenditures of any kind without strict supervision by client company and written approval from Spencer Gray, LLC.
8. Client company shall not authorize or request any temporary worker to undertake foreign or offshore travel without prior written consent from Spencer Gray, LLC.
9. Background checks and drug screens are not performed by Spencer Gray, LLC on temporary or contract workers unless specifically requested in writing by the client company. Spencer Gray, LLC disclaims any responsibility for any actions taken by a temporary or contract worker while under the direct control and supervision of the client company.

Hiring Policy: Spencer Gray, LLC refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity by a client company within one year from the last date of a temporary or contract assignment shall cause a standard personnel fee to be due Spencer Gray, LLC. Spencer Gray, LLC shall furnish a standard fee schedule to client company upon request. A client company who refers a temporary or 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.