

Penn Temps LLC

Washington Professional Campus II
901 Route 168, Suite 103
Turnersville, NJ 08012
Tel: 856-227-0110 Fax: 856-227-8878
Email: Recruiter@PennPersonnel.com

Invoice: # _____
For company use only

TIME SHEET

Employee: _____ **Company Name:** _____

Pay Period: _____ to _____

<u>Date</u> (Month / Day)	<u>Day</u>	<u>Start Time</u>	<u>End Time</u>	<u>Lunch</u> (Minus)	*** Hours
	Monday			-	
	Tuesday			-	
	Wednesday			-	
	Thursday			-	
	Friday			-	
	Saturday			-	

***** Round hours to nearest quarter (15 minutes = .25, 30 minutes = .50, and 45 minutes = .75)**

Total Hours Worked (Include OT below) = _____

Hours worked over 40 = _____ x 1.5 = _____ Overtime (OT)

Employee Signature: _____ **Date:** _____

I certify that the hours entered above were authorized and worked by me during the week as noted.

Approved by (Print) Name/Title: _____

Signature: _____ **Date:** _____

I certify that I am authorized to approve payment for the hours worked as indicated on this timesheet and that all work has been completed satisfactorily. I agree that hours worked, including overtime, will be billed by Penn Temps, LLC for services provided. I acknowledge this person is an employee of Penn Temps, LLC and they will not be transferred to the payroll of any other company or temporary service for 180 days after the completion of this assignment. I agree that to do so will result in a fee equal to 20% of the employee's annual salary, payment due immediately to Penn Temps, LLC. In the event this person is hired by our company directly or indirectly through the services of Penn Temps, LLC I agree to a conversion fee equal to 20% of the employee's annual salary.

Time sheet must be completed and faxed to 856-227-8878 or emailed to Recruiter@PennPersonnel.com every Friday on or before 4:30 PM. Please retain copy/email confirmation for your records.