



26514 I-45 North, Suite B
 The Woodlands, Texas 77386
 281.362.8367 FAX 281.367.5702
 www.starstaffers.com

All times should be rounded to the nearest quarter hour.
 For example: 9:08 am = 9:15 am
 3:06 pm = 3:00 pm

Fax timesheets in no
 later than 10:00 am on
 Mondays to 281.367.5702

Timesheet

Employee Name: _____

Company Name: _____ Division: Admin / Clerical

Day	Date	Start	Lunch		End	Daily Hours	Remarks	
			Out	In				
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Assignment Completed? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No			Weekly Total Hours				Temporary Employee Signature	
[<input type="checkbox"/>] Mail*		[<input type="checkbox"/>] Direct Deposit		Overtime Hours		Print Supervisor Name		
Paycheck will be automatically scheduled for pick-up on Fridays at Star Staffers unless marked otherwise							Supervisor Signature	Date

Notes: *Employee mailing address must first be verified with the Star Staffers office, prior to mailing of any paychecks.

1. Timesheets must be signed by both temporary employee and authorized company representative in order to process.
2. Employee acknowledges that the information on this timesheet is correct, and that he/she has not been injured or suffered an on-the-job illness.
3. All hours worked in excess of 40 hours a week will be billed at time and a half unless employee is classified as "exempt" from overtime wages.

Customer Acceptance & Approval by signing above: Customer agrees Temporary Employee has worked and Customer will pay for hours submitted on this timesheet at the Temporary Rate, plus any applicable surcharge for overtime. Customer agrees to pay Star Staffers for time reported on this timesheet upon receipt of invoice. Customer agrees, except as noted on timesheet, Temporary's work was satisfactory. Customer agrees to pay Star Staffers a "Temporary to Hire" conversion fee equal to the greater of One Thousand Dollars (\$1000) or one percent (1%) for each one thousand dollars (\$1000.00) of annual compensation or other payments paid to the Temporary, up to a maximum of twenty-five percent (25%), should Temporary provide Customer with any services not billed through Star Staffers, during the twelve month period beginning on the last day Star Staffers has billed Customer for Temporary's services, unless otherwise agreed in writing. Customer who refers a temporary to affiliated companies, associates, friends, or other entities shall be liable for the "Temporary to Hire" conversion fee if the temporary is hired. Temporaries are not to handle cash, securities, or other valuables within the scope of the assignment unless otherwise agreed upon in writing by the Customer and Star Staffers. Temporaries are not to operate any motorized vehicles or equipment, other than office equipment, within the scope of their assignment unless otherwise agreed in writing by the Customer and Star Staffers. Star Staffers is not responsible for negligence or intentional acts of its temporaries. Customers sole remedy against Star Staffers is limited to amounts paid for the Temporary's services. In the event Customer does not submit payment for invoices when due, Star Staffers may charge Customer interest at the rate of eighteen percent (18%) per annum on all past due accounts and Customer will pay all costs of collection including attorneys fees and cost of suit.