



26514 I-45 N. STE B
 The Woodlands, Texas 77386
 Bus (281) 362-8367
 Fax (281) 367-5702

All time should be rounded to the nearest quarter hour.
 For Example: 9:12 am = 9:15 am
 3:04 pm = 3:00 pm

*Fax time sheets by 10:00 a.m. on
 Monday to 281-367-5702.*

Time Sheet

Temporary Name _____

Company Name _____ Department _____

Day	Date	Start	Lunch		End	Daily Hours	Remarks
			Out	In			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Assignment Complete? [] Yes [] No			Weekly Total Hours			Temporary Employee Signature:	
*Paycheck will be automatically mailed unless box is checked:			Overtime Hours			Print Supervisor's name:	
[] Pick Up Check			[] Direct Deposit			Supervisor Signature:	

Notes:

1. Time sheets must be signed by temporary and authorized company representative.
2. Temporary acknowledges that the information on this time sheet is correct.
3. All hours worked in excess of 40 hours per week will be billed at time and a half.

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. Customers who refer a temporary to affiliated companies, associates, friends or other entities shall be liable for the "temporary to hire" 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 costs of suit.