

TIMESHEET

Page 1 of 2 Pages (Page 2-Terms and Conditions)

Employee name

Client Company	Supervisor
----------------	------------

Timesheet for week beginning on Sunday	Today's Date
--	--------------

Timecards received after 12 Midnight on Saturday may be processed with the following week's payroll.

Day	Date	Time In	Time Out	Lunch	Reg. Hours	OT (over 8)	DT (over 12)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours Worked This Week							

Software used by employee

Employee Signature (Required)

CLIENT PORTION

Unless otherwise approved by a Macpeople representative in writing, Client Company agrees to the following:

- All hours worked over 8 per day or 40 per week will be considered overtime and will be paid as such.
- Minimum assignment length will be four (4) hours or greater, per day.
- Client Company will be billed for the hours listed on this timesheet. Make no payments directly to any employee of MacPeople.
- Acceptance of further Terms and Conditions as listed on the reverse side of this timesheet (Page 2). PDF copy of Terms and Conditions available at www.macpeople.com.
- Commencement of work constitutes acceptance of these Terms and Conditions regardless of signature.
- No Macpeople employees may be recalled for any type of employment without prior written approval from a MacPeople representative (See reverse side of this timesheet for further explanation).
- Anyone introduced to Client Company by Macpeople shall be defined as a Macpeople employee.

Your signature below constitutes full acceptance of all the terms and conditions on the reverse side of this timesheet.

I certify that the Macpeople employee named above has worked the hours listed on this timesheet and I hereby authorize Macpeople to invoice my firm at the hourly rate agreed upon.

Authorized Signature	Print Name
----------------------	------------

Title	Department/Division	Date	Telephone Number	Ext.
-------	---------------------	------	------------------	------

Is this employee returning to the assignment? Yes No

Notes:
