



Time Sheet

Return time card to RC NO LATER than Monday at 12:00 Noon. The week ends on Sunday at 12:00 am. Do Not combine two weeks or two client/companies on one card. Time cards can be faxed to (801) 278-1201

Employee Last Name		First	Middle	Name of Client Company	
Employee Address (Street or PO)					
City		State	Zip Code	Do you want your paycheck sent in the mail? Yes No	
	Date	Time Started	Time Finished	Less Lunch	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours for the week - to the nearest quarter hour :					Telephone Number

Unless otherwise approved by a Recruiting Connection representative. Client Company agrees to the following:

- * All hours worked over 40/week will be deemed overtime and billed at time and one half.
- * Minimum assignment length- 4 hours.
- * Client Company will be billed for the hours listed on this time sheet Make no payment directly to employee.
- * Employee cannot be recalled for contract and/or permanent employment without prior approval from an RC representative.
- * I certify that the RC employee name above has worked the hours listed on this time sheet and authorize RC to invoice my firm at the billed hourly rate agreed upon. I have read and agree to the terms above and below.

Authorized Signature _____ Title _____

I certify that the hours reported above are a complete and accurate accounting of time worked for the above reporting period. I have not worked any other hours that are not indicated above.

Employee Signature

Date