



**TIME SHEETS ARE DUE MONDAYS BY 10:00AM OR AT THE END OF YOUR ASSIGNMENT**

- 1. BE HONEST AND ACCURATE; YOU ARE PAID ACCORDING TO THIS RECORD.
- 2. USE A NEW TIME CARD FOR EACH ASSIGNMENT AND WORK WEEK.
- 3. EMAIL, DROP OFF, OR FAX TIMESHEET ON MONDAY OR AT THE END OF YOUR ASSIGNMENT.
- 4. **HOURS MUST BE TOTALED** AND THIS TIME CARD **MUST BE SIGNED BY YOUR SUPERVISOR.**

Employee Name: \_\_\_\_\_ Week Ending: \_\_\_\_\_  
Month Day Year

Date	Start Time	Lunch Out	Lunch Back	Finish Time	Regular Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**Total Hours:**

This TIME RECORD is our contract with Goodwin William, and we are authorizing Goodwin William to pay the employee covered by this TIME RECORD for the hours shown for work that was performed under our supervision and we agree to pay Goodwin William the agreed upon hourly billed rate for the hours shown upon the receipt of their invoice. Overtime occurs after 40 hours in one week at one client.

This person is an employee of Goodwin William, and is referred to us on a temporary basis only. We agree to contact Goodwin William first if we wish to employ this person (put this person on our payroll), to include but not limited to, as a part-time employee or as a consultant or independent contractor, or in a different position with any company affiliated with our firm to whom we referred this person. We agree to pay Goodwin William liquidated damages.

Goodwin William employees are not authorized to handle cash, negotiables or other valuables without the written consent of Goodwin William.

**WE CERTIFY THE HOURS INDICATED ARE CORRECT AND THE WORK PERFORMED WAS SATISFACTORY.**

Client Signature: \_\_\_\_\_ Client Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Department: \_\_\_\_\_