



Employee Timesheet

Employee Name: _____
Client Name _____
Supervisor _____
Unit/Floor: _____

Table with 7 columns: Date, Time In, Time Out, Break, Total Hours, Supervisor Initials. Includes a red warning: 'Timesheets are due by 12:00 noon every Monday for the previous week worked'. Rows for days of the week and summary rows for Total Reg. Hours and Overtime Hours.

Client Company and Success Staffing certify that hours stated here are true and correct. Client Company agrees to the terms and conditions on this timesheet. Supervisor must initial each day and total time to make this timesheet valid.

Supervisor's Signature: _____ Date: _____

I, the undersigned, agree to the terms and conditions stated in this timesheet. I fully understand that each day must be initialed by my supervisor in order for it to be paid by Success Staffing. I further certify that the hours stated in this timesheet are correct and without misrepresentation. I also understand that falsification of timesheets is a serious breach that may lead to termination and possible prosecution.

Employee Signature: _____ Date: _____

Timesheets can be faxed or emailed to Success Staffing, LLC as follows:
(843) 846-4136 (Fax)
success.staffing2020@gmail.com (Email)

Terms and Conditions

After interview, client may not directly or indirectly hire the Success contract employee for any position for a period of 90 days for this position with the written consent of management at Success Staffing. Client hereby agrees that if the Client breaches the above terms or Client sells its business to a third party, which breaches the above terms, Client will pay to Success a settlement fee equal to an equitable amount of the contract employees rate of pay. Client shall pay all reasonable attorneys' fees and other costs incurred by Success in enforcing this Agreement. Client shall adhere to all contract payment and provision and by signing this timesheet shall guarantee payment of this timesheet within the terms specified in the client and Success Staffing Contract. No oral statement shall modify or affect the above Terms and Conditions.