

PROFESSIONAL STAFFING SOLUTIONS

Time Card is due by noon on Monday of each week.

Phone Number: 303.278.0391/ Fax Number: 303.278.0351

Name: _____								
Date: _____								
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
In:								
Out:								
Lunch:								
Daily Total:								
Be sure to subtract your lunch prior to writing in the Daily Total Hours .							Total Regular Hours: _____	
							Total Overtime Hours: _____	

Employee Signature: _____	Date: _____
Important: By execution of this form, I agree that all hours are true and correct. I agree to notify Professional Staffing Solutions at the end of every assignment.	
If I fail to do so, Professional Staffing Solutions may assume that I am not available for employment and may be ineligible for unemployment benefits.	

Company Name: _____
Supervisor Signature: _____
Date: _____
By execution of this form, client certifies that: (1) The above hours are correct and that the work was done in a satisfactory manner. (2) Agrees to pay for services provided by Professional Staffing Solutions (terms net 25). Any conversion of Professional Staffing Solutions will have a fee according to rates.

IT IS YOUR RESPONSIBILITY TO SEND IN A TIMESHEET, DO NOT DEPEND ON ANYONE ELSE TO DO THIS FOR YOU!
 Failure to get your timesheet sent in will delay your check by a week*

Professional Staffing Solutions Code of Conduct:

1. Be ten minutes early to work and/or interviews. Employees who are consistently at work and on time are rewarded for their promptness. Some temporary positions have the opportunity to become fulltime based on performance.
2. Be prepared! Don't forget resumes, equipment, etc.
3. Conduct personal business on your own time, not while on the clock. This includes: Phone calls, Texting, Internet usage, personal habits (i.e. smoking), doctor's appointments, etc.
4. Give 110% while at work. Make sure to ask for additional work when finished with your assigned duties.
5. Please call Professional Staffing Solutions if you have any questions or concerns.