



Temp Name:			
Client Company:		Date:	

IMPORTANT REMINDER: Timesheets are due at **9am on Monday** for the previous week's hours.
 Submit timesheets via email (info@thehirecompany.com) or fax (312.726.5203)

	Date	Clock In	Lunch		Clock Out	Daily Hours (Excl. Lunch)	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Paychecks will be available on Wednesday, unless otherwise noted by temp supervisors. How would you like to be paid? (Check One) <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Mail Check <input type="checkbox"/> Hold Check @ CHC	Express hours as decimals, rounding to the nearest ¼ hour. Examples: (7 hrs 15 min = 7.25 hrs; 7 hrs 45 min = 7.75 hrs) (7 hrs 35 min = 7.50 hrs, 7 hrs 40 min = 7.67 hrs)		Employee Signature	
	Weekly Total (Excl. Lunches):		Supervisor Signature	
	Hours of Regular Pay:			
	Hours of Overtime Pay:			
				Supervisor Name/Title (Please Print)

- NOTES:**
- Time sheets must be signed by the employee and an authorized representative of the client company.
 - Employee represents that the information on this time sheet is true and correct; and that this time sheet has been signed by an authorized representative of the client company.
 - Supervisor acknowledges that the hours worked per this time sheet are accurate, and the applicable fees for such work have been earned and shall be due and payable to The Chicago Hire Company upon receipt of invoice.
 - Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum non-usurious rate shall be reimbursed by the client company.
 - Hours worked in excess of 40 hrs./wk. will be billed at time and a half unless employee is classified as "exempt" from overtime wage regulations.
 - Employee acknowledges that employee has not been injured or suffered an on-the-job illness during the time period covered on this time sheet.
 - Unless specifically assigned for such purpose, the company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles without obtaining prior consent from The Chicago Hire Company.
 - Client Company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without obtaining prior consent from The Chicago Hire Company.
 - The Chicago Hire Company is the employer of record for all temporary employees hired by the company through The Chicago Hire Company. If an employee of The Chicago Hire Company refers a candidate to the company and is hired by the company in a temporary or permanent basis then a fee will be due to The Chicago Hire Company.

HIRING POLICY: The Chicago Hire Company refers applicants on the basis that all fees are paid by the employer. Unless otherwise agreed to in writing, an applicant hired in any capacity within one year from the last date of employment shall be considered a placement, and a fee will be due The Chicago Hire Company. Employers who refer an employee to affiliated companies, associations, friends, or other entities shall be liable for a fee if the employee is hired. If an employer chooses to hire an employee, The Chicago Hire Company shall be due a fee equal to 1% per thousand dollars of annual salary, e.g., 20% of an annual salary of \$20,000. However, if the employee has worked more than 720 hours for the employer, then no more than a five percent (5%) fee shall be due should the employee be hired on a permanent basis.

Need another timesheet? You can find the downloadable PDF in the Temp Hire Toolkit on our website @ thehirecompany.com