• EDITORIAL SERVICES • PROPOSAL SUPPORT DOCUMENTATION • DESKTOP DESIGN •
EDITECH STAFFING

11700 Bowman Green Drive
Reston, VA 20190-3501

Fax by COB Every Friday: 866-849-9924

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employee time sheet

Name _____ Employee Number _____ Week ending Friday, _____

Please fill in your time sheet completely and accurately, have it approved and signed by the client, and return it to us no later than the **close of business each Friday**. Time sheets received late cannot be included in the next payroll. Note that for off-site work, Editech is the approving authority and reserves the right to require justification for recorded hours.

Indicate start and end times for each distinct work period. Each time you take a break or take time off for a meal, write in an end time. When you return to work, begin a new line with the next start time. Editech employees are not compensated for meal or break time. If you have any questions about your time sheet, please contact Editech at **703-925-9100.**

Date	Client	Project	Start time	End time	Total hours this line	Total hours this day

Total hours for week

It is understood that the individual signing this time sheet is an authorized representative of the company and hereby certifies that the hours are correct, that the work was performed satisfactorily and that a prior agreement existed between Client and Editech Staffing (Editech) regarding the services performed hereunder and any future services.

Client further agrees that no insurance is afforded by Editech for physical loss or damage to Client's machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of Editech, its agents, or employees and that Editech shall not be liable for physical loss or damage to said property or loss of said property caused by Editech, its agents, or employees. Also, Client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of an Editech employee driving such vehicles.

Client will not entrust Editech employees with unattended premises or any part thereof, nor with the care, custody, or control of cash, negotiable instruments, valuables, or similar property without the written consent of an authorized Editech representative, and then only when the Editech employee's specific duties necessitate such activities. In the event such consent shall be obtained, it is understood and agreed that claims made under Editech's Commercial Blanket Bond must be reported in writing to Editech within ten (10) days after the discovery of the occurrence. Client shall defend, indemnify, and save Editech harmless from any and all fines, penalties, and assessments, including attorney's fees, incurred by Editech as a result of any alleged violations of any Federal, State, or local law, regulation, or ordinance relating to health and safety with respect to premises owned or controlled by Client and to which Editech employees are assigned.

Client recognizes Editech's employer-employee relationship with Editech personnel and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc., with Editech. Client acknowledges that provision of temporary services requires a significant investment in recruiting, reference checking, testing, and selection. Client agrees that utilization of the employee named on this time sheet on either a temporary or permanent basis within six months from date on time sheet will be through Editech. If Client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to Editech, and that the person will remain on Editech's payroll for a period of 520 hours from the date of notification, or a fee based on the percentage of the subject employee's annual gross salary will be paid to Editech by Client prior to the employee's first day of employment as an employee of Client's.

Approved by _____ Date _____

Office Use Only

Account Code	
Approved by	
B.C.M.	
Hrs @ T1	
Hrs @ T2	
Hrs @ T3	
Hrs @ Tot	
Hrs @ Tot	
Hrs @ Tot	
I. & P.	

I hereby certify that this timesheet is a fair and accurate representation of work performed and actual hours worked. I understand that I am to contact Editech on completion of this assignment, and, if I fail to do so, Editech may assume that I am not available to work.

Employee signature _____ Date _____