



Phone **858-523-9978**

Fax **858-523-9504**

12651 High Bluff Drive, Suite 150; San Diego, CA 92130

Date _____ Employee Name _____

Client Company _____

Employee Time Sheet

DAY	DATE	START	LUNCH OUT	LUNCH IN	END	REG HOURS	OT HOURS
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
TOTAL:	_____ →						

Express hours worked in decimals & round to the nearest quarter hour. For Example: (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 = 7.75 hrs)	=	THIS WEEK'S TOTAL HOURS
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STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
I attest that the hours stated on this time sheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.	Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to Next Level Resources, Inc. upon receipt of invoice.
Employee Signature	Authorized Client Company Rep/Mgr Signature
Print employee's name	Print authorized representative name Title

- IMPORTANT NOTES – PLEASE READ:**
1. Hours worked that required payment of overtime wages shall be billed at 1.5 times the regular hourly billing rate.
 2. Employee acknowledges that he/she has received meal and rest periods as mandated by state law.
 3. Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this time sheet.
 4. Client company shall not authorize, request or cause any temporary employee to operate machinery, automobiles, trucks or other vehicles regardless of ownership, without obtaining prior written consent from Next Level Resources, Inc. Temporary employees shall not be authorized, requested, or allowed to drive on client company business without prior written consent from Next Level Resources, Inc. Job duties shall be limited to office tasks.
 5. Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without written consent from Next Level Resources, Inc. Temporary employees shall not have access to unattended premises and shall not approve, submit, or process invoices for payment or authorize expenditures of any kind without strict supervision by client company and written approval from Next Level Resources, Inc.
 6. Client company agrees to provide a safe worksite free from unlawful harassment or discrimination.

HIRING POLICY: Next Level Resources, Inc. refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity by a client company within one year from the last date of a temporary or contract assignment shall cause a standard personnel placement fee to be due Next Level Resources, Inc. Next Level Resources, Inc. shall furnish a standard fee schedule to client company upon request. A client company who refers a temporary or contract worker to an affiliated company, associate, friend or other entity shall be liable for a standard personnel placement fee if the worker is hired within one year of such referral.