



7685 Northwoods Blvd, Suite 8H • North Charleston, SC • 29406
 Phone: 843 • 863 • 1220 Fax: 843 • 863 • 8887

Employee Timesheet

Off. #	Week Ending		SSN:			Employee Last Name	First	Middle				
	Date	Time Started	Time Finished	Less Lunch	Hours Worked	Employee Address						
MON						City	State	Zip				
TUES						Have you been asked to return to this company next week? <input type="checkbox"/> Yes <input type="checkbox"/> No						
WED						I certify that I have worked the hours listed on this time sheet. Employee Signature						
THURS						X _____						
FRI						Customer Name						
SAT						Billing Attn to:						
SUN						Billing Address						
Total Hours for Week to Nearest Quarter Hour →						City						
Office Professionals by Hammes Customer Agreement Customer agrees that the utilization of any OPH employee on either a temporary or permanent basis within 520 hours (approx. 90 days) from the date of original assignment will be through OPH payroll. If customer desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to OPH and the person will remain on OPH payroll for a total of 520 hours. If the customer wants to hire the OPH employee on a permanent basis before the 520-hour period is up, OPH must be notified and arrangements can be made. Customer agrees to pay all sums due and owing for the hours which appear on the face of this account, within (30) days from the date of billing. If the customer fails to pay this sum in its entirety within the stated time period, customer shall be deemed in default of this agreement. In the event of default, customer agrees to pay all costs of collection, including, but not limited to, a reasonable attorney's fee of 30% of the outstanding balance and service charge of 1.5% per month (18% per annum.)						State			Zip Code			
						Hours	Pay Rate	O.T. Hours	W. Comp	Advance		
						Misc.	Code	B. Code	M.U.	Vac.	Bonus	Commission
						Billing Hours		Billing Rate		Skill Code		
						Customer #		O.T. Bill Rate		Reference		
I certify that the above hours are correct. Customer Signature _____ Title _____ X _____												

Please fill out and fax back to 843.863.8887 by noon on Monday. Duplicate timesheet as needed. Payment will be received on Wednesdays.
 Please choose method of receiving paycheck: Direct Deposit Mail Pick Up
 If this method is different from the previous week, please contact Andrew at 843.554.4720