



## TIMESHEET

**TO: TRI-STARR ACCOUNTING DEPT., 121 INTERPARK BLVD., SUITE 108, SA, TX 78216**  
 Phone: (210) 308-9911      Fax: (210) 308-9053      Email: [acctg@tspersonnel.com](mailto:acctg@tspersonnel.com)

**ALL TIMESHEETS ARE DUE BY 12:00 (NOON) EACH MONDAY**

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CLIENT COMPANY NAME:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **SUPERVISOR PHONE:** \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS FOR THIS WEEK
Date								
Start Time								
Out for Lunch								HRS
In from Lunch								MINS
Stop Time								
Total Hours								

<p><b>BY MY SIGNATURE BELOW, I CERTIFY THAT THE HOURS SHOWN WERE WORKED BY ME DURING THE WEEK INDICATED. AFTER COMPLETING AN ASSIGNMENT, I UNDERSTAND THAT I MUST CONTACT TRI-STARR WITHIN 24 HOURS (OR THE NEXT BUSINESS DAY) BY PHONE, EMAIL, OR BY SIGNING THE AVAILABILITY LOGBOOK IN PERSON.</b></p> <p>EMPLOYEE SIGNATURE _____</p> <p>EMPLOYEE NAME (PRINT) _____</p> <p>LAST 4 NUMBERS OF _____</p> <p>SOCIAL SECURITY _____</p>	<p>ARE YOU RETURNING TO THIS ASSIGNMENT?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p><b>SPECIAL BILLING Requirements:</b></p> <p>_____</p> <p>Client's Signature represents approval of total hours shown on this timesheet and acceptance of the terms and conditions below. DO NOT SIGN IF THE HOURS ARE NOT TOTALLED.</p> <p>CLIENT'S PRINTED NAME _____</p> <p>CLIENT'S SIGNATURE _____</p>
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It is understood that the individual signing this timesheet is an authorized representative of the company and hereby certifies that the total hours are correct and that the work was performed satisfactorily.

Client agrees that no insurance is afforded by TRI-STARR 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 TRI-STARR, its agents or employees. Also, the 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 a TRI-STARR employee driving such vehicles.

Client shall not entrust TRI-STARR employees with the care, custody, or control of cash, negotiable, valuables, or other similar property.

Client agrees that utilization of the employee named on this timesheet on either a temporary or full-time basis within six (6) months from the date on the timesheet will be through TRI-STARR. If the Client desires to hire this person on a full-time basis it is agreed that notification of the intent will be given to TRI-STARR. At that time, a determination will be made as to the remaining hours that would need to be completed on TRI-STARR payroll or a fee will be negotiated based on the Staffing Agreement.



## HOW DO I GET PAID?

- 1) Complete all sections of your timesheet completely and legibly.
- 2) Deadline for timesheets is 12:00 p.m. noon each Monday.
- 3) Timesheets must have YOUR signature as well as your supervisor's signature.
- 4) Timesheets may be faxed or emailed to the number and e-mail address on the front of the timesheet form.
- 5) Friday is payday. Remember that we are one week behind on our pay schedule. Nothing is withheld from you when starting your assignment with us at TRI-STARR. All hours from the previous week of work are processed and paid during the current week of work you are working.
- 6) We have 100% direct deposit for all employees. You have two options: 1) have your check deposited into your own account or 2) a Global Cash Card Prepaid MasterCard/Visa paycard. Proper forms and documents must be filled out and returned.
- 7) If you are running late or are absent from your assignment you must call TRI-STARR Immediately. It is your responsibility.
- 8) Be aware that incomplete hours/timesheets and missing or late timesheets may result in delay of payment to you. You cannot and will not be paid without completed timesheets with all appropriate signatures and required information.
- 9) Please read any and all notices or communications placed in your checks as they are reminders of important upcoming dates or events with specific instructions you will need to follow.
- 10) If you have questions or concerns regarding your paycheck, timesheet, total hours worked, please direct them to the Payroll Department.

Thank you!