

PRG INSURANCE STAFFING TIME SHEET
FAX # 714-546-0609

Week Ending Date: _____

Employee Name: _____

Company Name: _____

15 MIN. = .25

30 MIN. = .50

45 MIN. = .75

	Date Worked	Time In	Lunch Out	Lunch In	Time Out	Daily Regular Hours TO NEAREST 1/4 HOUR	Overtime Hours	Paid Time Off Hours
<u>Mon</u>								
<u>Tues</u>								
<u>Wed</u>								
<u>Thurs</u>								
<u>Fri</u>								
<u>Sat</u>								
<u>Sun</u>								
TOTAL:								
*OVERTIME AUTHORIZED BY:								

Time sheets must be faxed by 12:00 p.m. Monday. Time sheets received after this time will be placed on the payroll for the following week. No checks can be issued from a time sheet without the proper signature from the employee and an authorized client representative.

***All overtime must be pre-approved by an authorized client representative and your PRG Rep.** Overtime shall be paid only after forty (40) hours have been worked in any given week or in excess of 8 hours in one workday. The only exception is if the Client Company has an approved alternative work schedule and therefore the PRG employee assumes the Client's work schedule and regulations. (i.e. 4 day /40 hour work schedule or 9 day /80 hour, etc..).

Per written request an employee may make up work time for time lost if the hours are performed in the same work week (not subject to overtime).

Paid Time Off can only be taken in 8 hour increments.

Employees must take a 30 minute break (minimum) for every 5 hours of work, waived for 6 hours or less.

Client's signature on this timesheet certifies that the hours are correct and that the work was performed to Client's satisfaction and authorizes **PRG Insurance Staffing** to bill Client for such hours. Client agrees that, in the event an Assigned Employee works for Client more than forty (40) hours in any workweek or in excess of eight (8) hours in one workday, Client will pay an increase in the bill rate to reflect such additional compensation plus applicable markup. The only exception is if the Client Company has an approved alternative work schedule and therefore the PRG employee assumes the Client's work schedule and regulations

 (Authorized Client Representative)

 (Employee Signature)