



PHONE 713-975-7576
 PHONE 800-701-4014
 FAX 713-783-1566
 FAX 800-765-0652
 1616 S. VOSS, STE 700
 HOUSTON, TX 77057

DATE _____
 EMPLOYEE NAME _____
 CLIENT COMPANY _____
 WORK PHONE _____

NA

PAYROLL SERVICE FOR:

EMPLOYEE TIME SHEET

COVINGTON GROUP, LLC

DAY	DATE	START	LUNCH		END	REG HOURS	OT HOURS	REMARKS
			OUT	IN				
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTALS:	_____ >							

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 WORKED

PAYCHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax time sheets by noon C.S.T. on Monday. Paychecks will be mailed on Tuesday evening. Any other arrangements should be explained on time sheet below <u>and</u> confirmed by phone with a payroll administrator of TFI Resources. <input type="checkbox"/> Please distribute my paycheck as follows: _____	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 TFI Resources upon receipt of invoice.
	Employee Signature	Authorized Client Company Rep/Mgr Signature
	My Assignment Will Continue Next Week: YES <input type="checkbox"/> NO <input type="checkbox"/>	Print authorized representative name _____ Title _____

IMPORTANT NOTES - PLEASE READ:

1. Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum non-usurious rate shall be reimbursed by the client company. Any litigation arising due to non-payment of an invoice shall be conducted in Harris County, Texas, which shall have exclusive jurisdiction over such proceedings.
2. Hours worked that require payment of overtime wages shall be billed at 1.5 times the regular hourly billing rate.
3. Employee acknowledges that he/she has received meal and rest periods as mandated by state law.
4. 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.
5. 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 TFI Resources. Temporary employees shall not be authorized, requested, or allowed to drive on client company business without prior written consent from TFI Resources. Job duties shall be limited to office tasks.
6. Client company agrees to provide a safe worksite free from unlawful harassment or discrimination.
7. Client company shall not authorize any temporary employee to handle cash, credit cards, negotiable instruments, or other valuables without prior written consent from TFI Resources. 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 TFI.
8. Client company shall not authorize or request any temporary worker to undertake foreign or offshore travel without prior written consent from TFI.
9. As the employer of record for temporary or contract workers provided by Covington Group, LLC, TFI Resources makes no representations, express or implied, as to the background or qualifications of any worker furnished by Covington Group, LLC or to the accuracy of any facts or information provided by Covington Group, LLC. Background checks and drug screens are not performed by TFI or Covington Group, LLC on temporary or contract workers unless specifically requested in writing by the client company. TFI Resources disclaims any responsibility for any actions taken by a temporary or contract worker while under the direct control and supervision of the client company.

HIRING POLICY: Covington Group, LLC 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 Covington Group, LLC. Covington Group, LLC 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.