



# ASAP MEDSTAFF

SOLUTIONS FOR JOB SEEKERS AND HIRING MANAGERS

## Weekly Time Record

Employee Name: \_\_\_\_\_

5700 Executive Drive, Lansing, MI 48911

Assignment Location: \_\_\_\_\_

Phone (517) 394-3358

Position Title: \_\_\_\_\_

Fax 1-888-309-4837

Week Ending: \_\_\_\_\_

*\*record mileage when applicable*

Day	Date	IN	Lunch-Out	Lunch-In	OUT	Total hrs.	Mileage*
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Weekly total</b>							

Attention ASAP Employee:

- Timesheets are due every **Monday by 9:00am**
- Timesheets must be signed by client and employee, please provide a signed copy for your manager
- Record hours worked to the nearest ¼ hour (.25, .5, .75). You are not paid for your lunch period

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You will be billed for hours listed on this timesheet. Be sure to carefully verify all hours worked. Overtime hours will be billed at time and a half. **DO NOT** make payments directly to the ASAP employee. You will be billed for 2 hours if you cancel an employee after they have arrived at your office.

As per our agreement, converting a temporary employee to permanent employee may be accomplished without incurring a fee provided the Company has no outstanding unpaid invoices and the employee has completed the terms of the staffing agreement. For a period of one (1) year from the date of introduction or work assignment termination, the Company or its subsidiaries or affiliates are engaged with, either directly or indirectly, hires the candidate, ASAP will be allowed a Recruit Placement Fee. In the event of a dispute regarding the terms of the fee schedule, Michigan law will apply. I understand and agree to accept these terms.

**Responsible Party/Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_