THE Choice INC.
STAFFING EXCELLENCE

1212 New York Ave. NW, Suite 225, Washington, DC 20005

TIME SHEETS ARE DUE AT 5:30 FRIDAYS OR AT THE END OF YOUR ASSIGNMENT!
IF YOU FAIL TO GET IT TO US, YOU WILL NOT BE PAID UNTIL THE FOLLOWING WEEK.
PAYROLL IS PROCESSED OVER THE WEEKEND.

FAX: 202-408-8586 **PHONE: 202-408-1700**

BE HONEST & ACCURATE. YOU'RE PAID ACCORDING TO THIS RECORD.
USE A NEW TIMESHEET FOR EACH ASSIGNMENT & WEEK.
THIS TIMESHEET MUST BE SIGNED BY YOUR SUPERVISOR.

Reminder: Hours should be rounded to the nearest ¼ hour!

15 min → .25
30 min → .50
45 min → .75

Name: _____ **Week Ending Saturday:** _____ (Month) _____ (Day) _____ (Year)

Date	Start Time	Lunch Out	Lunch Back	Finish Time	Regular Hours	Overtime Hours
Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
				Total Hours:		

This TIME RECORD is our contract with THE CHOICE, INC., and we are authorizing THE CHOICE, INC. to pay the employee covered by this TIME RECORD for the hours shown for work that was performed under our supervision and we agree to pay THE CHOICE, INC. the agreed upon hourly billed rate for the hours shown upon the receipt of their invoice. Overtime occurs after 40 hours in one week at one client.

This person is an employee of THE CHOICE, INC., and is referred to us on a temporary basis only. We agree to contact THE CHOICE, INC. first if we wish to employ this person (put this person on our payroll), to include but not limited to, as a part-time employee or as a consultant or independent contractor, or in a different position with any company affiliated with our firm to whom we referred this person. We agree to pay THE CHOICE, INC. liquidated damages.

THE CHOICE, INC. employees are not authorized to handle cash, negotiables or other valuables without the written consent of THE CHOICE, INC.

WE CERTIFY THE HOURS INDICATED ARE CORRECT AND THE WORK PERFORMED WAS SATISFACTORY.

Client Signature: _____

Company Name: _____

Department _____
For office use only:

Client #	paid lunch	paid holiday	regular time	overtime	skill category	pay rate	bill rate