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 Atlanta, Georgia 30328
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 WEB www.polarisstaffing.com

Date	
Consultant Name	
Client Company	
Work Phone	- -

Consultant Time Sheet

Date									Weekly Totals
Hours Worked									
O/T									

PAYCHECK DISTRIBUTION

Fax time sheets by noon E.S.T. on Monday. Paychecks will be mailed on Tuesday evening. Any other arrangements should be explained on time sheet below and confirmed by phone with a payroll administrator of Polaris Financial Staffing.

Please distribute my check as follows

STATEMENT OF ACCURACY

I attest that the hours stated on this timesheet 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

Employee Signature

My assignment will continue next week:

Yes No

APPROVAL OF HOURS WORKED

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 Polaris Financial Staffing upon receipt of invoice.

Authorized Client Company Rep / Mgr Signature

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 Fulton County, Georgia 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 vehicles, regardless of ownership, without obtaining prior written consent from Polaris Financial Staffing, LLC. Temporary employees shall not be authorized, requested, or allowed to drive on client company business without prior written consent from Polaris Financial Staffing, LLC. 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 Polaris Financial Staffing, LLC. 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 Polaris Financial Staffing, LLC.
8. As the employer of record for temporary or contract workers, Polaris Financial Staffing, LLC makes no representations, express or implied as to the background or qualifications of any worker furnished by Polaris Financial Staffing, LLC. Background checks and drug screens are not performed by Polaris Financial Staffing, LLC on a temporary or contract workers unless specifically requested in writing by the client company. Polaris Financial Staffing, LLC 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: Polaris Financial Staffing, 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 of 30% of the salary offered to the temporary or contract worker by the client company due to Polaris Financial Staffing, LLC. Polaris Financial Staffing, 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.