



5151 Katy Freeway Suite
 160 Houston, Texas 77007
 Phone: (713) 680-9898
 Fax: (713) 880-9939

Non-Exempt Time Sheet

Pay Period: _____

Employee Name: _____

Cell Phone: _____

Name of Company: _____

Work Phone: _____

Day	Date	Start	Lunch		End	Daily Hours	Comments
			Out	In			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

<p>Fax time sheets by Noon on Saturday. Paychecks that are not marked to be mailed may be picked up on Thursday at 5151 Katy Freeway Ste 160.</p> <p><input type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Pick-up Check</p> <p>Changes in Direct Deposit require a separate written Authorization.</p> <p><input type="checkbox"/> Direct Deposit</p>	<p>Express daily time worked in decimals. Round off daily hours to the nearest quarter hour.</p> <p>7hrs 15 min=7.25 7hrs 25 min= 7.5 7hrs 30 min= 7.5 7hrs 45 min= 7.75</p> <p>Weekly Total Hours <input style="width: 80px;" type="text"/></p> <p>Hours of Regular Pay <input style="width: 80px;" type="text"/></p> <p>Hours of Overtime Pay <input style="width: 80px;" type="text"/></p>	<p>_____ Employee Signature</p> <p>_____ Supervisor Signature</p> <p>_____ Print Name and Title of Supervisor</p>
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1. Time Sheets must be signed by employee and authorized Company representative.
2. Employee acknowledges that the information on this time sheet is correct. I certify that I sustained no injuries and was not involved in any accidents while working on the assignment.
3. Supervisor acknowledges that work performed, and hours worked, per this time sheet, are correct and accurate.
 Applicable fees apply and are due payable to LPC Personnel, Inc. upon receipt of invoice.
4. All hours worked in excess of 40 hours per week will be billed at time and a half.
5. Time sheets received two weeks after the last day worked will not be processed.

Please make copies of blank time sheet for future weeks