



TIME SHEET FOR WEEK ENDING _____

HOURS WORKED					
	DATE	TIME IN	TIME OUT	LESS LUNCH TIME	TOTAL HOURS FOR DAY
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL NUMBER HOURS WORKED					

TO OUR EMPLOYEE:
Report all time in 1/4 hour increments.

Time sheets must be received no later than Monday at 9:00 a.m. in order to be processed and paid the following Wednesday afternoon.

Time sheets must be signed by your supervisor at the end of each week. If you will exceed 40 hours in one week, secure your supervisor's approval and call your ICI manager for approval first.

I understand that, when not on an assignment, I must contact the Temporary Department at ICI with my availability each work day by **8:00 a.m.** If I fail to comply with this policy, my employment status is considered "Not Available", "Voluntary Quit". I agree not to accept temporary or permanent employment, either directly or through another temporary agency, with this client for a period of one year from my last day worked at such client. A breach of this provision shall entitle ICI to recover liquidated damages.

I accept and certify that the hours shown hereon were worked by me during the week stated.

 Employee Name *(Please Print)*

 Employee Signature

Check: Mail Pick-Up Direct Deposit

TO OUR CLIENT:

Due to the desirability of our "temporary" employees, it is possible that they may be considered for employment within your firm. When this occurs, contact us so that we may qualify them for the opportunity. We will notify you of their level of interest and our permanent staffing fee. It is understood that ICI has a right to earn a staffing fee and this right covers a period of one year from the candidate's last day working as a temp in your company. A breach of this agreement shall entitle ICI to recover the staffing fee that ICI is due.

I understand and agree to these terms and approve the hours shown above.

 Supervisor/Manager Name *(Please Print)*

 Supervisor/Manager Signature

 Company Name

EMAIL TIMESHEET TO SYLVIA@ICISTAFFING.COM
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