



• NRI Accounting Resources®  
 • NRI Healthcare®  
 • NRI Legal Resources®  
 • NRI Staffing Resources®

EMPLOYEE TIMESHEET

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

Company Name \_\_\_\_\_

*I certify that I have worked the number of hours listed on this timesheet.*

Employee Signature \_\_\_\_\_

**Employee Instructions:**

- Round off your hours to the nearest quarter hour
- This timesheet must be signed by your supervisor in order to get paid
- Please be sure to fill out this timesheet completely, with your name, the company name and dates worked
- Turn in the timesheet to our office no later than the close of business Monday
- Timesheets must be returned within 3 weeks or no check will be issued

Day	Date	Time In	Time Out	Less Lunch	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

Fax Numbers

Rockville, MD 202-349-8677  
 Annandale, VA 202-349-8635  
 18<sup>th</sup> Street, DC 202-349-8631

**Distribution of Check:**

Mail \_\_\_\_\_

Direct Deposit \_\_\_\_\_

Pick up at  
Office indicated \_\_\_\_\_  
above

**CLIENT AGREEMENT**

In consideration for the services provided to us by NRI, we (CLIENT) hereby agree as follows:

1. By approving this timesheet, CLIENT agrees that the NRI temporary employee (EMPLOYEE) worked the hours indicated and performed satisfactorily, and that we agree to pay NRI's invoice for these hours according to the previously determined hourly rate.
2. NRI has incurred substantial recruiting, screening and administrative expenses in connection with the temporary employees assigned to CLIENT. CLIENT agrees to not hire NRI's EMPLOYEE as an employee of CLIENT or transfer EMPLOYEE to become the employee of another staffing service without prior notification to NRI, and compliance with the terms and conditions below:
  - A. If CLIENT desires to hire EMPLOYEE on a permanent basis, CLIENT agrees to adhere to the terms set forth in the "NRI-Terms & Guarantee" document provided or other signed contract. They must either work the specified number of hours as outlined in the document or contract, in the alternative, CLIENT may immediately hire EMPLOYEE by paying the NRI placement fee also detailed in NRI's "Terms & Guarantee" document or contract. CLIENT acknowledges receipt of NRI's "Terms & Guarantee" document or contract.
  - B. CLIENT agrees that they will not hire any employee within 6 months of the completion of an assignment without notifying NRI and following the terms and conditions as outlined in "A" above.
3. CLIENT shall not modify the duties of EMPLOYEE from those that were originally provided to NRI without NRI's express authorization. CLIENT will not permit EMPLOYEE to operate vehicles, equipment other than standard office equipment, nor to handle cash, credit cards or other valuables without NRI's express authorization. CLIENT agrees to exercise reasonable oversight of the workplace to minimize the opportunity for any occurrence of theft, incurrence of unauthorized expenses or damage in the workplace.

CLIENT NAME (Please Print) \_\_\_\_\_

CLIENT SIGNATURE \_\_\_\_\_

Department \_\_\_\_\_

P.O. # \_\_\_\_\_