



PYRAMID CONSULTING GROUP, LLC

T H E H U M A N R E S O U R C E

1001 Avenue of the Americas, 4th Floor New York, NY 10018 | Phone: 212.790.9556 Fax: 212.790-9557

Client Company: _____ Employee Name: _____

Week Ending Date: _____ Work Phone: _____

EMPLOYEE TIME SHEET

DAY	DATE	START TIME	LUNCH		END TIME	TOTAL HOURS
			OUT	IN		
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
TOTALS:						

Express hours worked in decimals & round to the nearest quarter hour.

For example: (7 hrs 15 min – 7.25 hrs) (7 hrs 45 min – 7.75 hrs)
 (7 hrs 35 min – 7.50 hrs) (7 hrs 40 min – 7.75 hrs)

PAYCHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax time sheets by 12:00pm on Monday. Paychecks will be processed every Monday and mailed on Tuesday. All time sheets received after Tuesday will result processing payroll to the following week. Week ending dates are on Sundays. Fax # 212.790.9557	I attest that the hours stated on this time sheet 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	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 Pyramid Consulting Group, LLC upon receipt of invoice. _____ Authorized Client Company Rep/Mgr. Signature _____ Print authorized representative name Title

IMPORTANT NOTES – PLEASE READ:

1. Any missing or incorrect data may cause delays in processing. Please make sure all data is complete and accurate.
2. 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.
3. Hours worked in excess of 40hr/wk will be billed at time and a half unless employee is classified as “exempt” from overtime wage regulations.
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 other vehicles without obtaining prior written consent from Pyramid Consulting Group, LLC. Job duties of all workers shall be limited to office tasks.

Pyramid Consulting Group, 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 20% of the assigned professional’s annual salary will be due. 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 (1) year of such referral.