



Atlanta ph 770-394-1070 fax 678-623-0072  
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 Dallas ph 214-389-0300 fax 214-389-0304  
 Philadelphia ph 610-664-8624 fax 610-664-8628

Phoenix ph 602-337-8726 fax 602-865-7498  
 St. Louis ph 314-721-8989 fax 314-721-8020  
 Twin Cities ph 612-339-5332 fax 612-339-5336

Client Company Name	Week Ending Sunday
Address	

Round hours to nearest quarter hour

DAY	DATE	START	FINISH	(LUNCH)	REG. HRS.	OT HRS.
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
					<b>TOTAL REG. HRS.</b>	<b>TOTAL OT HRS.</b>

CLIENT SUPERVISOR NAME \_\_\_\_\_

CLIENT SUPERVISOR SIGNATURE X \_\_\_\_\_

Employee Name	Are you continuing this assignment next week? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Employee Signature X	

Notes / Comments

**Timesheets should be faxed/mailed to Avenica at the end of the day on Friday. Timesheets not received by noon on the following Monday will not be processed until the following week.**

**To Our Clients:**

1. Your signature on the timesheet above represents that you are in agreement with all of the terms and conditions on this form and that the hours shown are correct and the work satisfactorily completed.
2. Avenica's standard work week is 40 hours ending Sunday at midnight. All hours over 40 worked are overtime and subject to OT billing rates, except where otherwise provided by agreement or by applicable law.
3. All individuals assigned to you are Avenica employees. Avenica is responsible for all payroll taxes, worker's compensation and employer's liability insurance.
4. While Avenica is the employer, you provide all technical direction and supervision during our candidate's assignment.
5. Please notify your Avenica Account Manager if any terms of the assignment change at any time.

**To Our Employees:**

1. By signing this timesheet, you are certifying that the hours shown represent the total hours worked this week and were properly verified by the Client.
2. All timesheets must include a Client signature.
3. Fax/email your timesheet at the close of business on Friday, or no later than the following Monday at noon. Photos are not acceptable. If sending with a mobile device, you must use a scanning application (i.e., Tiny Scanner, iScanner).
4. Direct deposit is highly recommended to avoid delay in receiving your paycheck. For a direct deposit sign-up form, please contact your Avenica Account Manager.
5. Please notify your Avenica Account Manager if anything changes on your assignment (i.e., responsibilities, end date).
6. Please notify your Client Supervisor and contact your Avenica Account Manager immediately if in the unlikely event you are injured on the job.
7. Please notify your Avenica Account Manager with any personal information updates, such as changes to your mailing address.