

**T I M E S H E E T**



**Email or fax no later than Noon on Monday following the week worked.**

**Charleston Phone: 304-556-1190 ~ Fax: 304-556-1198 ~ Email: payroll@utalent.com**  
 Payroll Administrator: 500 Leon Sullivan Way, Charleston, WV 25301  
**Morgantown: 304-225-1199 ~ Parkersburg: 304-893-5010 ~ Teays Valley: 304-760-1050 ~ Tri-State: 304-521-6140**

Please Print In Blue or Black Ink - DO NOT USE PENCIL

**THIS SECTION MUST BE COMPLETED BY EMPLOYEE**

To: United Talent Payroll Administrator **Employee Name:** \_\_\_\_\_  
 Email: payroll@utalent.com Address: \_\_\_\_\_  
 Fax: 304-556-1198 \_\_\_\_\_

**Pay Week End Date:** SATURDAY, \_\_\_ / \_\_\_ / \_\_\_  Check here if new address.

**Client Name:** \_\_\_\_\_

Additional Information (if any): \_\_\_\_\_

Number where you can be contacted for questions: (work) \_\_\_\_\_ (home/cell) \_\_\_\_\_

Do Not Include	<b>HOURS WORKED</b>							<b>TOTAL HOURS</b>
<b>Lunch Breaks</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
DATE								
TOTAL Hours Worked Each Day								

United Talent is glad to have you as our representative. Please be prompt, courteous and cooperative on your assignment.  
 In case of unavoidable delay, absence, injury or any problems or questions, please contact United Talent immediately.

- To receive your pay timely, it is important that you comply with the following:
1. Use a separate time sheet for each week, each client, and each pay rate.
  2. Time sheet must be signed by Employee and Client.
  3. Timesheet **must be in the Charleston United Talent Payroll office by 12:00 noon Monday** or pay will be delayed one week.

By signing, I certify that I have read and understand the above and the hours listed are the hours I have worked this pay period.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY CLIENT**

**Name of Company:** \_\_\_\_\_ **Div/Dept/PO:** \_\_\_\_\_

Signature below constitutes verification of the hours worked by this employee, that the work has been done satisfactorily, and confirms the prior agreement with United Talent. Client understands and acknowledges that United Talent has a significant investment in recruiting, screening, and maintaining a qualified database. Therefore, should client hire the above named employee of United Talent within 6 months, they agree to pay United Talent a service liquidation fee of up to 20% of the employee's annual salary. Alternately, the employee can remain on United Talent's payroll to complete the required 520 hours for a temp-to-hire placement. Clients are invoiced weekly, due within 30 days. Client confirms no work ordered, requested, or performed violates federal law or OSHA requirements. Indemnity: In that the client directs all activity of the employee, client agrees to indemnify and hold harmless United Talent for any and all resulting bodily injury or property damage.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_