

QUESTAR PARTNERS, INC.

7101 Executive Center Drive, Suite 147
 Brentwood, TN 37027
 Phone: (615) 371-0111
 Fax: (615) 371-8804

To: _____

Date: _____

Time: _____

Employee Time Sheet

Note: Please draw a line through any day not worked.

DATE	DAY	Start Time	Finish Time	Less Lunch	Hours Worked
	MON				
	TUES				
	WED				
	THURS				
	FRI				
	SAT				
	SUN				
Client Signature indicates acceptance of terms and conditions below. Do not sign if hours are not totaled.				TOTAL HOURS WORKED	
Supervisor Signature		Dept.			

Employee Name	Company Name
Social Security Number	Employee Signature
Date	Assignment Complete: Yes <input type="checkbox"/> No <input type="checkbox"/>

Timesheets must be received by our office no later than 9:00 a.m. on Monday to be included in payroll for that week. It is the sole responsibility of each employee to see that it is faxed. We encourage you to call to confirm receipt with our office.

Client Agreement

By authorized representative of client company signing this time sheet it hereby certifies that the client company has read and agrees to the following conditions.

1. The hours are correct and the work was performed satisfactorily.
2. Client will not entrust Questar Partners' employees with the care, custody, or control of cash, negotiables, or other similar property. It is agreed and understood that claims under Questar Partners Commercial Insurance Blanket Bond must be reported in writing to Questar Partners within ten (10) days after the discovery of the occurrence.
3. Client agrees that no insurance is afforded by Questar Partners for physical loss or damage to client equipment, material, or any motorized vehicle (whether licensed or not licensed for road use) in the care, custody, or control of Questar Partners, its agents or employees and that Questar Partners shall not be liable for physical loss or damage to said property or loss of said property caused by Questar Partners, its agents or employees.
4. The employee named on this time sheet is an employee of Questar Partners. If the client desires to hire this employee on a permanent, or temporary basis within twelve (12) months from the date of this time sheet, it is understood that the client company will give notification of this intent to Questar Partners. On date of notification, this employee will be required to remain on Questar Partners payroll for a period of up to 600 hours or the client company may pay a permanent placement fee.