



HELP UNLIMITED

1900 L Street, NW #612
Washington, DC 20036
(202) 296-0200

TIMESHEET FORM

All timesheets are due no later than 1:00 PM each Monday (or Tuesday following Monday federal holidays.) Use one timesheet for each assignment within a work week. To be paid, timesheet must be submitted within 60 days of week ending date.

Employee Name: _____

Employee Signature: _____

Assignment Information

Client: _____

Supervisor: _____ Dept. _____

Week Ending Date (Sunday) Assignment Continued Yes No

Date	Day	Time Start	Time Finish	Gross Hours	Less Lunch	Regular Hours	Overtime Hours	TOTAL HOURS
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun							
Minimum Assignment 4 Hours Per Day					Totals			

Client Approval & Contract

I am authorized to approve that the regular and overtime hours are correct. I acknowledge that this signed form is a contract with Help Unlimited. We will not offer employment to any Help Unlimited temporary employee without first consulting Help Unlimited about a conversion fee plan.

X Supervisor/Client Signature: _____

Print Name

Phone