



Fax numbers and Email addresses:  
 IL, NJ, NY (866) 433-0851 payroll@addisonsearch.com  
 Boston (617) 426-7500 payrollboston@addisonsearch.com  
 Dallas (214) 245-5807 payrolldallas@addisonsearch.com  
 Houston (713) 850-9505 payrollhouston@addisonsearch.com

# Addison Search Timesheet

Employee Name:

Company Assigned To:

City: Chicago Schaumburg Dallas Houston  
 Boston Jersey City New York  
 Area: Administrative Finance and Accounting  
 Healthcare Information Technology

Week Ending Date (Sunday):

Weekday	Date	Start Work	Time Out (Lunch)	Time In (Lunch)	End Work	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Additional info:						
<b>REMEMBER TO ROUND YOUR TIME TO THE NEAREST ¼ HOUR</b>					<b>TOTAL HOURS:</b>	

I HEREBY CERTIFY THAT THE HOURS SHOWN ABOVE WERE WORKED BY ME AND WERE CERTIFIED BY AN AUTHORIZED EMPLOYEE OF THE BELOW NAMED COMPANY.

Please notify this office when your assignment has been completed. This information is necessary for our records and also informs us of your availability for future assignments. Failure to do so results in our assumption of your voluntary termination from Addison Search, LLC. and may impact your eligibility for unemployment benefits.

ALTERED AND (OR) UNSIGNED TIME SHEETS WILL BE RETURNED WITHOUT A PAYCHECK. IN CASE OF ERROR, CREATE A NEW TIMESHEET.

EMPLOYEE SIGNATURE

DATE

Addison Search, LLC's responsibilities are to assign its qualified employees to work under the client's supervision; to pay their wages and provide the benefits that Addison Search, LLC offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. The client's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Assigned Employees from its benefit plans, policies, and practices. The client's signature on this time sheet certifies that the reported hours are correct. The client will pay Addison Search, LLC for the hours at the documented rates upon receipt of Addison Search, LLC's invoices. If an Assigned Employee works time defined by law as overtime or premium time, the client will pay the same multiple of the regular bill rate as Addison Search, LLC is required to apply to the pay rate for such time. The client will not ask or permit Assigned Employee to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permissions of Addison Search, LLC. Neither the client nor Addison Search, LLC will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.

AUTHORIZED SIGNATURE

DATE

COMPANY NAME

TITLE

AN "AUTHORIZED" COPY MUST BE RECEIVED BY ADDISON SEARCH LLC BY THE ESTABLISHED DEADLINE.