

# Speech Link

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## Employee Time Sheet

Employee Name: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Fax before 10:00 am Monday**  
**FAX#: 847-556-6004**

DAY	DATE	START	LUNCH	END	TOTAL HRS
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Show calculations in hours and minutes. Employees are required to take their meals and rest breaks in accordance with the law.

Total Hours:

\_\_\_\_\_ Hrs / Min

Over Time:

\_\_\_\_\_ Hrs / Min

My signature below certifies that the hours shown are Correct.

Client signature below indicates acceptance of this Time Sheet Agreement and the hours shown are correct.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Client Signature

### Time Sheet Agreement:

1. Client agrees that Speech Link's obligation to Client is limited to assigning employees (Temporary Contract Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
2. Client's signature on this time sheet certifies that the hours are correct, that the work was performed to Client's satisfaction and authorizes Speech Link to bill Client for such hours at the bill rate quoted to Client. Overtime worked will be paid and billed at time and a half and double-time in accordance with the law. Client shall be responsible and assumes all liability in connection with the employee time sheets. Client agrees to pay Speech Link's invoices and reimburse Speech Link for any errors and discrepancies as a result of Client's failure to properly monitor the employee's time worked.
3. Client agrees that it will not entrust Temporary Contract Employees with unattended premises, cash, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables, and that it will not request or permit any Temporary Contract Employees to use any vehicle, regardless of ownership, in connection with the performance of services for Client without the express prior written permission of Speech Link.

Hiring Policy: Client agrees not to directly or indirectly cause or permit any Temporary Contract Employee assigned to Client by Speech Link to transfer to another entity's payroll, to perform services for Client while on the payroll of any person or firm other than Speech Link, or refer the Assigned Employee to affiliated companies, associations, friends, or other entities during the term of the Temporary Contract Employee's assignment to Client in accordance with the staffing agreement signed by the Client and Speech Link.