



I, \_\_\_\_\_, do hereby swear and affirm that I have worked all of the hours set forth below as a \_\_\_\_\_ (Position) at \_\_\_\_\_ (Location), during the week beginning \_\_\_\_\_.

Day	Date	Beginning Time	Break	Finish Time	Total Hours	Site/ Location	Daily Authorized Signature (No Initials)
<i>Sunday</i>							
<i>Monday</i>							
<i>Tuesday</i>							
<i>Wednesday</i>							
<i>Thursday</i>							
<i>Friday</i>							
<i>Saturday</i>							

Weekly Total: \_\_\_\_\_

I certify by my signature that I have worked all of the hours stated on this time sheet and that this time sheet is accurate. I understand that this time sheet is not valid without the signature of my supervisor. Signed Timecards must be submitted within 90 days of shift(s) worked for payment.

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

\_\_\_\_\_  
Date

Prominent will send weekly invoices to the CONTRACTOR and the CONTRACTOR will pay Prominent in accordance with the rates and schedules listed in the contract. In the event payment is not made to Prominent within terms of the contract, the CONTRACTOR will pay interest at 1.5%. If it is necessary to bring legal action to collect the amount owed Prominent, the CONTRACTOR will be responsible to reimburse Prominent for its responsible attorney's fees and cost of suit. The CONTRACTOR or any of its affiliates agrees not to hire a Prominent employee, either temporarily, full time or as a consultant within 180 days after the termination of the employee's assignment with Contractor. If a Prominent employee is hired by the CONTRACTOR or any of its affiliates, the CONTRACTOR agrees to pay a conversion fee. The Contractor has reviewed the statement of hours worked and believes them to be correct and accepts the consultant services for the hours stated above and the contractor agrees to compensate Prominent for its services, pursuant to the contract.

Supervisor Name (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit by Sunday 12:00 PM Fax: 717-918-6108 Email: [payrollprominentstaffing@gmail.com](mailto:payrollprominentstaffing@gmail.com)