



JBN & ASSOCIATES, LLC.

Strengthening Companies...Building Careers

*ALL TIMESHEETS MUST BE
RECEIVED NO LATER THAN 10:00
A.M. MONDAY MORNING FOR
PAYROLL!
FAX: 480-344-2830

Hour Conversion Chart
 15 min = .25 45 min = .75
 30 min = .50 1 hour = 1.0
 *Please round your time to the nearest
increment listed.

| | |
|-----------------------|-------------------------|
| EMPLOYEE NAME: | HOLD _____ |
| | MAIL _____ |
| | (MUST CHECK ONE) |
| COMPANY NAME: | WEEK ENDING: |

| | Date | In | Lunch | | Out | Total |
|-----------|------|----|-------|----|-------|-------|
| | | | Out | In | | |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| | | | | | Total | |

I certify that the above dates and hours are correct.

Employee Signature: _____

**Please note.* JBN & Associates, LLC is not responsible for paychecks lost or delayed in the mail. However, JBN & Associates, LLC will gladly reissue a lost check after 10 business days. If you request a check to be reissued before that time there is a \$30 stop payment fee.

Client Agreement

It is understood that the undersigned is an authorized representative of the Client, and hereby certifies that the above hours are correct and that the work was performed satisfactorily. If the above stated JBN & Associates employee is hired by the "Client" within the next 12 months or if the "Client" refers the above stated JBN & Associates employee to any other employer, a placement fee will be due to JBN & Associates. The "Client" represents and warrants that it has not permitted and will not permit the above named person to operate motor vehicles, handle cash or other valuables.

Client Name: _____

Client Signature: _____