



1101 SE Salmon Street - Suite 201
 Portland, Oregon 97214
 Phone 503.232.8418
 Fax 503.233.8105

rightbrainresource.com

TIME SHEET

	<i>in</i>	<i>out</i>	<i>minus lunch</i>	<i>total hours</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				
<i>Saturday</i>				
<i>Sunday</i>				

Please round hours to the nearest 15 minute interval.

total regular hours

total overtime hours

assignment status IN PROGRESS COMPLETE

By signing below, I certify that total hours listed are an accurate representation of hours worked in this pay period.

X

 EMPLOYEE'S SIGNATURE

By signing below, I certify that the hours shown are accurate and authorize payment.

X

 SUPERVISOR'S SIGNATURE

TERMS OF PAYMENT

Right Brain Resource bills on a weekly basis. Invoices are payable upon receipt unless prior agreements have been made.

EMPLOYEE NAME

WORK FOR WEEK ENDING (SUNDAY)

COMPANY

SUPERVISOR

PHONE / EXT

EMAIL

PURCHASE ORDER / JOB NUMBER

Employees

Fax a completed, signed time sheet to 503.233.8105 by 12 PM on Monday.

Use a separate time sheet for each assignment and for each week's work.

Each time sheet must be signed by your supervisor.

Please double check the accuracy of your hours and totals.

Clients

We guarantee our placements. If you have not received the agreed upon skills or professional service you expected, please contact us right away for a replacement.

Call your Right Brain Resource representative at 503.232.8418 with questions regarding our Permanent Placement policy.