



Sandra Heath & Associates, Inc.
 20939 Lorain Road, Cleveland, OH 44126
 440-333-3700 — info@sandraheath.com — www.sandraheath.com

TIME SHEET

Fax to: 440.333.3777

For timely processing, please submit time sheet before 8 AM on Monday

NAME: _____

Week ending: _____

Assigned to: _____

Department: _____

Address: _____

Supervisor: _____

Telephone: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Start Time							
End Time							
Sub-Total							
(Lunch)							
Total							

Total straight time hours worked _____ Total overtime hours worked _____

My signature on this time sheet confirms the actual hours I worked.

Employee Signature: _____ **Date:** _____

My signature on this time sheet confirms the hours to be paid and invoiced.

Supervisor Signature / Title: _____ **Date:** _____

It is understood that Sandra Heath & Associates, Inc. (SHA) will not authorize any employee to operate any mechanical equipment (automobiles, tow motors, etc.) while working with our client company. SHA accepts no responsibility for any accident that occurs if an employee is operating equipment or driving a leased or owned vehicle during business hours,

Conversion Fees will be discussed on a "case by case" basis. We ask that each employee remain on the SHA payroll for 520 hours before an offer of employment is made.

There are no conversion fees for an employee hired after 520 hours. We ask only for 2 weeks notice.