



JBN & Associates, LLC.

Strengthening Companies...Building Careers

EMPLOYEE NAME:	PAYCHECK OR DIRECT DEPOSIT VOUCHER HOLD _____ MAIL _____ <small>*paycheck/voucher will be mailed if neither is selected</small>
COMPANY NAME:	WEEK ENDING DATE:

ALL TIMESHEETS MUST BE RECEIVED NO LATER THAN 9:00 A.M. MONDAY MORNING FOR PAYROLL!

EMAIL: KRISTEN@JBNASSOCIATES.COM
FAX: 480-344-2830

Hour Conversion Chart

15 min = .25	45 min = .75
30 min = .50	1 hour = 1.0

*Please round your totals to the nearest increment listed

	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: _____