



**Week Ending:** \_\_\_\_\_

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## Weekly Employee Time Sheet

\_\_\_\_\_  
*Please Print Client's Company Name*

\_\_\_\_\_  
*Please Print Authorized Client Supervisor's Name*

\_\_\_\_\_  
*Please Print Employee's Name*

\_\_\_\_\_  
*Please Print Employee #*

Day of Week	Time In	Time Out	Time In	Time Out	Regular Hrs	Overtime Hrs	Projects Worked On
Sat							
Sun							
Mon							
Tues							
Wed							
Thurs							
Fri							
<b>Use 15 minute increments.</b>					<b>Total:</b>		

**Timesheets for the week are to be signed and faxed by Friday @ 2 pm**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Client Supervisor's Signature

\_\_\_\_\_  
Date

- 1.) Employee's signature on this time sheet certifies that the employee agrees that the above hours are correct for payroll.
- 2.) The signature of Client's authorized representative or agent on this time sheet certifies that the employee's reported hours are accurate and that Orion's invoices reflecting those hours are valid and binding on Employee.

Terms and conditions

- 1) Client shall not entrust the employees of Orion resources, LLC unattended on premises.
- 2) Client shall not entrust the employees of Orion resources, LLC with cash or keys or other valuables.
- 3) Client shall not allow the employees of Orion resources, LLC to operate client's vehicles or machinery, without first obtaining Orion's prior written authorization.
- 4) Client acknowledges that it retains full and complete control and supervision over Employee during his/her term of work with Client.
- 5) Client hereby and forever indemnifies and holds Orion harmless from and against any and all damages, claims costs, fees, injuries, causes of action, acts or omissions resulting from Client's violation of any terms or conditions set forth herein or in Client's agreement with Orion.