



Company Name \_\_\_\_\_ Employee Name (please print) \_\_\_\_\_

Week Ending (Sunday) \_\_\_\_\_ Employee Signature \_\_\_\_\_

**Hours must be rounded up to the nearest 15 minute interval (:00, :25, :50, :75)**

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
MON	_____					
TUE	_____					
WED	_____					
THU	_____					
FRI	_____					
SAT	_____					
SUN	_____					

**THERE IS A 4 HOUR MINIMUM PER DAY**

A 30 minute LUNCH is required within five hours of start time, if you work at least 6 hours in one day.

\* Hours worked in excess of 8 per day or 40 per week constitutes OVERTIME. Overtime will be billed and paid at 1 1/2 times the regular rate. Hours worked in excess of 12 per day constitutes DOUBLE-TIME. Double-time will be billed and paid at twice the regular rate.

**Total Weekly Hours** \_\_\_\_\_

**Regular Hours** \_\_\_\_\_

**Overtime\* Hours** \_\_\_\_\_

**Double-Time Hours** \_\_\_\_\_

**AGREEMENT**

Hours: Company affirms that it alone has the ability to verify Employee's hours and to ensure that Company complies with all wage and hour requirements under applicable state and federal law, including, but not limited to, any and all legal requirements that employee receive meal periods, rest periods and overtime pay. Company affirms that it has verified Employee's hours and that they are correct.

Referral Fee: If Company, or any of its divisions, parent, subsidiaries, affiliates or successors or assignees employs or engages as an independent contractor, directly or indirectly (including indirectly through another agency or entity), on a full-time, part-time, or temporary basis any person assigned by Eleventh Hour to perform services for Company pursuant to this agreement, or any person referred by Eleventh Hour to Company for engagement or any person referred by an Eleventh Hour employee performing services for Company, Company shall pay Eleventh Hour a conversion fee of 20% of such person's annual salary or fee and any guaranteed bonus, unless otherwise agreed in writing between Company and Eleventh Hour. If any such person is employed on a part-time basis, the conversion fee shall be based upon the full-time equivalent salary. The conversion fee is payable if any such person is employed at any time within 6 months following the later of termination of the person's engagement at Company or the date of referral to Company.

Restrictions On Employee: Company agrees that it will not entrust any Eleventh Hour employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of Eleventh Hour and then only under Eleventh Hour's direct supervision and control, and that it will not request or permit any Eleventh Hour employee to use any vehicle, regardless of ownership, in connection with the performance of services for Company.

Print Authorized Name \_\_\_\_\_ Signature of Authorized Agent \_\_\_\_\_