



10 Corporate Hill, Ste. 200  
 Little Rock, AR 72205  
 FAX: **225-3474**  
 Carmyn.Lousteau@clientfirststaffing.com

Week Ending Date: 01/13/2019 (always Sunday)

Client Name: **NAME OF CLIENT COMPANY**

Associates Name: **YOUR NAME**

Associates Phone#: **YOUR PHONE NUMBER**

Associates Signature: **YOUR SIGNATURE**

Please check assignment status:  Continue  
 End date: \_\_\_\_\_

Date	Day	Time Arrived		Lunch Break		Time Departed		TOTAL
		IN	OUT	IN	OUT	OUT		
1/07	Monday	8:15 AM	12:00	1:00 PM	5:00 PM			7.75
1/08	Tuesday	8:30 AM	12:00	1:00 PM	5:00 PM			7.50
1/09	Wednesday	8:45 AM	12:00	1:00 PM	5:00 PM			7.25
1/10	Thursday	8:00 AM	12:00	1:00 PM	5:00 PM			8
1/11	Friday	8:00 AM	12:00	1:00 PM	5:00 PM			8
1/12	Saturday							
1/13	Sunday							
							Total regular hours worked	38.50
							Total OT hours worked	
							<b>TOTAL WORKED THIS WEEK</b>	<b>38.50</b>

sample

**Supervisor/Client Signature: MUST BE SIGNED BY YOUR SUPERVISOR**

**IMPORTANT** – All time sheets are due in to CFSS office by the end of the day on Friday of your work week but no later than the following Monday morning at 10:00am. Time sheets received after these times may result in a delay in pay to the following weeks' payroll.

# client first staffing

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S O L U T I O N S

## Payroll Procedures

1. Client First Staffing pays its employees on a weekly basis. Our pay week runs from Monday through Sunday.
2. Timesheets are to be completed by the Client First Staffing employee each day they work **with all hours rounded to the nearest quarter hour.** (see sample time sheet above for example)
3. Timesheets must be signed by the client representative at the company you are assigned to work.
4. Once a timesheet is approved by your supervisor, provide them with a copy and fax or email to CFSS to the number or email address on your time sheet.
5. Timesheets should be sent to Client First Staffing by the end of the day on Friday as your last thing to do before leaving work and no later than 10:00 am on Mondays.
6. **It is your responsibility** to make sure your timesheet is received in our office in a timely manner. Failure to turn in your timesheet to Client First Staffing by 10:00am on Monday **may result in your pay being delayed up to 1 week.**

**Client First Staffing Solution**  
**Fax # 501-225-3474**