

**FOR OFFICE USE ONLY:**

Regular Hours: \_\_\_\_\_

Overtime Hours: \_\_\_\_\_

Total Hours: \_\_\_\_\_



3575 Piedmont Road  
 Building 15, Suite 900  
 Atlanta, Georgia 30305  
 404.760.4800 Main  
 404.760.4826 Payroll Fax

<b>1. EMPLOYEE NAME:</b>	<b>2. FIRM/CLIENT NAME:</b>
<b>3. PHONE:</b>	<b>4. PHONE:</b>
<b>5. SIGNATURE OF SUPERVISOR/APPROVER:</b>	<b>6. PRINT NAME OF SUPERVISOR/APPROVER:</b>

By executing this form, Employee agrees to terms and conditions on this form, and that all information is true and accurate.

By executing this form, Client certifies that the hours shown are correct and work was done satisfactorily, and Client agrees to the terms and conditions of the fee agreement.

**7. Please complete ALL of the following columns:**

DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
	SUNDAY				
<b>TOTAL HOURS</b>					=

Please fax your signed timesheet to us by noon on Monday-FAX # **404-760-4826** or EMAIL it to [Payroll@paramountstaffing.net](mailto:Payroll@paramountstaffing.net)

Record your time rounded up or down to the nearest **QUARTER** hour. For example, if you arrive at 8:52 a.m., please record your starting time as 8:45 a.m. However, if you arrive at 8:53 a.m., please record your starting time at 9:00 a.m. When totaling your time sheet, please calculate your hours in fifteen (15) minute increments. For example, if you work 8:45 a.m. to 5:00 p.m. with a ½ hour lunch, you have worked 7.75 hours for the day. ALL OVERTIME HOURS MUST BE APPROVED BY SUPERVISOR IN ADVANCE. All timesheets are verified for accuracy. Any inaccuracies are changed before processing the payroll.

It is **YOUR** responsibility to contact Paramount Staffing prior to the completion of your current assignment. After your assignment has been completed, you must call the availability line at (404) 760-4831 or send your availability notification to [available@paramountstaffing.net](mailto:available@paramountstaffing.net) once a week to keep us informed of your availability status. *\*Failure to contact us for any future assignments will be considered by Paramount Staffing as a voluntary quit and may result in the loss of unemployment benefits.*

Please circle one of the following choices:      **PICK UP CHECK**      **MAIL MY CHECK**

Direct deposit takes 3 weeks to process and will automatically deposited your account once the process is completed.

Paychecks will be available for pickup from **9:00 AM to 2:30 P.M. every Friday**. Any checks not picked up by 2:30 P.M. on Friday will be automatically mailed to the address on file.