



Thank you for ordering from The Service Companies.

Below are the employees we have scheduled for your upcoming job.

Your invoice will be based on the hours reported on this time slip.

Please ensure all employees sign in and out on this sheet and you sign the bottom confirming the hours.

Once this job is completed please click the link in the email that was sent with this time slip.

You can also go to www.taborca.net/hours and enter the Job ID that is listed below.

From there please confirm the hours worked and make any adjustments necessary.

Once all hours have been electronically submitted, you may choose to print an invoice directly from our site or wait to receive an invoice via email.

ALL COMPLETED TIME SLIPS SHOULD BE SUBMITTED BY THE NEXT DAY.

FOR ANY STAFFING EMERGENCIES, PLEASE CALL OUR 24 HOUR NUMBER AT 916-634-0383

All injuries, regardless of severity, must be reported to an Service Companies Manager. Additionally, employees must call 1-800-252-5275 and provide the Service Companies code: 981100 to complete a report.

To: InTown Suites - ZCN -

Nichole.Whelan@intownsuites.com; zcn@intownsuites.com

JobID: 317579 Debbie Brooks

	Date	Employee	Position	Report Time	Time In	Break Start	Break End	Time Out	Total Hrs	Rating	Initial
1	1/4/2021	Brooks, Debbie	Housekeeper	10:00 AM	10:00	—	—	6:14	6.14	Great	JN
2	1/5/2021	Brooks, Debbie	Housekeeper	10:00 AM	—	—	—	—	—	—	—
3	1/6/2021	Brooks, Debbie	Housekeeper	10:00 AM	10:48	—	—	4:00	5.12	Great	JN
4	1/7/2021	Brooks, Debbie	Housekeeper	10:00 AM	—	—	—	—	—	—	—
5	1/8/2021	Brooks, Debbie	Housekeeper	10:00 AM	10:30	—	—	4:30	6	Great	JN

Client Approval Signature

Important note about breaks and overtime:

Per California labor law an employee must receive a 10 minute break for every 4 hours that they work provided the shift is at least 5 hours; must receive an uninterrupted 30 minute break after 5 hours, except when the workday will be completed in 6 hours or less and there is mutual employer/employee consent to waive the break period. Indicate above if 30 min paid or unpaid with yes/no. Overtime hours will be charged and paid out accordingly.

Client Feedback:

Rating: In the second-to-last column, please rate our employees:

1 - never to return 2 - not impressive 3 - sufficient 4 - impressive 5 - superstar

Comments:

It is to your advantage to provide feedback regarding our employees as your experience with them will help determine who we send you in the future (we'll always try to send you your favorites and avoid returning those who have not impressed!) We are passionate about placing the *"right people in the right jobs for the right reasons."*

Initials: This timesheet is an agreement between you and the temporary employee of the hours that were worked. Please ensure that the EMPLOYEE initials the last column. Thank you!

Client Signature:

The Service Companies Payroll Policy:

Please return timesheets by Sunday 10 PM. A 10% surcharge will be assessed for all timesheets received after Monday at 4pm. A corresponding invoice will be mailed to you every Thursday.

By signing this agreement, you agree to not only pay for the listed work above, but also to refrain from soliciting or employing The Service Companies employees directly. If you are impressed by one of our employees, please contact us as we have many clients who want to hire our staff permanently and we will help transition our best employees to your team. In the event that you hire our employee without notifying The Service Companies, you will be assessed a \$2,500 finder's fee.

San Francisco - San Jose - Sacramento - San Diego - Los Angeles - Orange County - Inland Empire - Austin - Houston -
Dallas - San Antonio - New Jersey - Atlanta - Kansas City - Las Vegas - Reno