

C O V E R

FAX



United Talent
The Right People, Right Now.

Payroll Administrator • 500 Leon Sullivan Way • Charleston, WV 25301
Phone: (304) 556-1190 • TV Office: (304) 201-5107 • Fax: (304) 556-1198

S H E E T

To: PAYROLL ADMINISTRATOR Employee Name _____

Company: UNITED TALENT, LLC/MEDICAL Address _____

Fax #: 304/556-1198 City _____ State _____ Zip# _____

Week Ending Date: SATURDAY _____ Date _____ Check here if change of address

Client Name: _____

Additional Information (if any): _____

Current Work Phone # _____ Pages: _____ (Including this sheet)

DATE	HOURS WORKED						TOTAL HOURS
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
*TOTAL Hours Worked Each Day							

United Talent is proud to have you as our representative and ask that on your assignment you be prompt, courteous and cooperative. In case of unavoidable delay or absence, please contact United Talent immediately at 556-1190. To receive your pay timely, it is important that you comply with the following:

- (1) Use a separate time sheet for each week, each client, each pay rate.
- (2) Time sheet must be signed by authorized representative of client company.
- (3) Time sheet must be in the United Talent Charleston office by 12:00 noon Monday or your pay will be delayed one week.

I certify I have read and understand the above.

Employee Signature

FOR CUSTOMER USE ONLY

Name of Company _____

Div. or Dept. _____

Signature below constitutes verification of the hours worked by this employee, that the work has been done satisfactorily, and confirms the prior agreement with United Talent. Client understands and acknowledges that United Talent has a significant investment in recruiting, screening, and maintaining a qualified database. Therefore, client agrees, should they hire the above named employee of United Talent within 6 months of this date, they agree to pay United Talent a service liquidation fee of 15% of the employee's annual salary. Alternately, the employee can remain on United Talent's payroll to complete the required 520 hours for temp-to-hire placement. Client confirms no work ordered, requested, or performed violates federal law or OSHA requirements. Indemnity: In that the client directs all activity of the employee, client agrees to indemnify and hold harmless United Talent for any and all resulting bodily injury or property damage.

Authorized Signature

FOR UNITED TALENT USE ONLY

TICKET NO.	PAY RATE
CUSTOMER NO.	BILL RATE
SKILL CODE	