

**AUE STAFFING, Inc.**  
*Let us save you time and money!*

TIME SHEET

1600 Sarno Road #211  
 Melbourne, FL 32935  
 321-622-8306 Fax 877-628-8934

Timesheets must be submitted by Monday

Employee Name:	Title:	Hourly Pay:
Company:	Dept/Location:	

Date	Start Time	End Time	Less Lunch	Total Hrs.	Regular Hrs.	O/T Hrs.
WEEKLY TOTALS:						

Date	Start Time	End Time	Less Lunch	Total Hrs.	Regular Hrs.	O/T Hrs.
WEEKLY TOTALS:						

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We acknowledge that AUE has incurred substantial expenses in acquiring and maintaining its employees. During this assignment, or within 6 months of this assignment, we agree to pay AUE a pro-rated conversion fee based on the agreed upon 520 hours commitment if we elect to hire an employee of AUE (unless contracted under different terms). Signature above certifies that the hours indicated are correct and that no injury was sustained while working on this assignment. Signature also constitutes acceptance of AUE terms and conditions outlined in service contract. AUE employees are guaranteed a four hour minimum per job. We agree to pay the four hour minimum for each request. Cancellations must be made by 4:00pm the DAY PRIOR to the job start or a four hour minimum per employee will be charged.