



**THE GREER GROUP, INC.**  
 3109 Charles B. Root Wynd  
 Raleigh, NC 27612  
 919-571-0051  
 FAX: 571-7450  
 EMAIL: bduncan@thegreergroup.com

**WEEKLY TIME REPORT**

WEEK ENDING: \_\_\_\_\_

TGG, INC. EMPLOYEE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

**REPORT ALL TIME TO NEAREST 15 MINUTES**

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MON					
TUE					
WED					
THUR					
FRI					
SAT					
SUN					
TOTAL HOURS WORKED				STRAIGHT TIME	
				OVER TIME	

IN WORDS TOTAL HOURS WORKED: \_\_\_\_\_

I certify that the hours shown are correct and were properly approved by an authorized representative of the above named company.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above indicated hours are correct and this temporary assignment was fulfilled satisfactory. It is agreed that an acceptance of a referral for temporary employment from The Greer Group, Inc. is in effect twelve (12) months after the date of referral or 12 months from the last date assigned to above named company or its affiliates. If any other employment is arranged subsequent to this temporary assignment, you will have one of these options:

- 70% of the monies above the gross income of the employee already billed will be credited toward the total employment fee based upon The Greer Group, Inc.'s Standard Fee Schedule.
- The employee will remain on the payroll of The Greer Group, Inc. for an agreed upon number of additional hours until the total employment fee has been paid in full.

It is also agreed that should we desire the services of this employee for any future temporary assignment, or wish to engage this employee in any way pertaining to employment, we will notify The Greer Group, Inc. and will not contact the employee directly.

For invoices that are over 30 days, a 1.5% Late Charge will be assessed from the original date of the invoice. This late charge will be calculated on a monthly basis and print on a monthly statement. If the invoice and service charges are not paid by the next monthly calculation, then the interest will continue to accumulate. If The Greer Group, Inc. has to take a civil action in order to recover outstanding invoices, then you will be responsible for all attorneys' fees.

Authorized Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Note: It is the Greer employee's responsibility to see that The Greer Group receives a signed timesheet for work performed during each given pay period by Mondays at 9 AM. If your timesheet is not received on time, there may be a delay in the payroll process. \*\***

**Original to TGG**

**Copy to Company**

**Copy to Employee**