



**FAX NUMBER: (408) 327-8852**

**CONSULTANT NAME:** \_\_\_\_\_

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

**OR**

**FINAL TIMECARD/PROJECT COMPLETED** YES \_\_\_ NO \_\_\_  
**FINAL TIMECARD/UNPLANNED ENDING** YES \_\_\_ NO \_\_\_  
 (Use Comments to Specify Reason)

	Date	Standard Hours (First 8 hrs)	**AUTHORIZED Overtime Hours (Over 8 hrs)	Total Daily Hours
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
<b>TOTAL HOURS</b>				

(Please round to the nearest quarter hour i.e. .25, .5, .75)

**"CALIFORNIA ONLY"**

**\*\*Client agreement to pay premium rate for overtime**

According to State of California law, effective March 1, 2000, any hourly paid computer professional employee who performs any work in excess of eight (8) hours in any workday, or forty (40) hours in any workweek, must be paid for all such "overtime" hours at one and one-half that employee's hourly rate of pay. This means that Consultants may not work any overtime hours without prior written authorization from ESG. Authorization from ESG WILL ONLY BE MADE IF THE CLIENT SPECIFICALLY AGREES TO pay the premium rate for overtime.

Client hereby authorizes the overtime work and agrees to pay the premium rate accordingly.

Client Approval: \_\_\_\_\_

ESG Approval: \_\_\_\_\_

Consultant Signature: \_\_\_\_\_

**CONSULTANT SIGNATURE:** \_\_\_\_\_ **DAY TIME PHONE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**CLIENT (Company) NAME:** \_\_\_\_\_ **SITE:** \_\_\_\_\_

**CLIENT APPROVAL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**IMPORTANT!!**

FOR PROMPT PAYMENT, SIGNED TIME SHEETS MUST BE FAXED EVERY FRIDAY AND WILL BE DELINQUENT IF NOT RECEIVED SIGNED BY YOU AND THE CLIENT BY 10:00AM MONDAY. ALWAYS FAX A TIME SHEET EVEN IF NO HOURS HAVE BEEN WORKED.

*If you have any questions or need assistance, please contact Payroll / IC Administrator at (408) 970-8595*