



Fax: 803-753-1885

Email: payroll@opendoorpersonnel.com

Employee Name: \_\_\_\_\_  
Print

Date: \_\_\_\_\_

Client Facility: \_\_\_\_\_ (One Client Per Timesheet)

**This form is due by 9:00 EST by uploading to your UKG employee profile or email to Payroll@opendoorpersonnel.com. All timesheets must have Supervisor's signatures to be processed for timely compensation. ODP is not responsible for obtaining these signatures. Cell phone pictures are not accepted.**

|           | DATE | TIME IN | BREAK CHECK BOX  | TIME OUT | TOTAL HRS | SUPERVISOR'S SIGNATURE |
|-----------|------|---------|--|----------|-----------|------------------------|
| Friday    |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |
| Saturday  |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |
| Sunday    |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |
| Monday    |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |
| Tuesday   |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |
| Wednesday |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |
| Thursday  |      | AM / PM | <input type="checkbox"/> 30 Mins <input type="checkbox"/> Other ___ Supervisor Initials<br><input type="checkbox"/> 1 Hour <input type="checkbox"/> No Lunch/_____ | AM / PM  |           |                        |

**NO CALL NO SHOW PENALTY**

Failure to report to your scheduled shift without calling or texting the after hours mobile 803-960-3964 will be classified as a no show to your assignment, regardless if you call the facility or not, and therefore ODP will deduct the penalty fee from your pay check. The penalty fee for being a no call no show is \$75.00 each occurrence. All no call no shows could result in immediate termination and will be evaluated on a case by case basis.

**CALL OUT POLICY**

You must give a 4-hour notice for any call outs for your assigned shift. During the first 30 days of your new employment with Open Door Personnel we reserve the right to terminate your assignment if you call out or you are tardy more than one time. Failure to comply will result in a \$75 penalty for each occurrence.

**CELL PHONE POLICY**

You must leave your cell phone in our vehicle and check for messages on your designated break times. You may use the facility number for your family emergencies. If you are caught with your cell phone you risk immediate termination.

**CLIENT INFORMATION**

Open Door Personnel, LLC incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary ("Employer") named above. If Client hires Employee permanently within 4 months after Employees' start date, it shall be through the Contractor. In the event the Client wants to hire the Employee permanently, it shall only be after Employee works a minimum of 520 hours on Contractors payroll, and pay Open Door Personnel's conversion fee. Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner.