



PROFESSIONALS SERVING THE LEGAL PROFESSION  
 Tel: 713.622.3112 Fax: 713.980.7052

**WEEKLY TIME RECORD**  
 - ASSIGNED EMPLOYEE -

ATTORNEY RESOURCE/HOUSTON (ATTORNEY RESOURCE)  
 701 No. POST OAK ROAD – SUITE 135 HOUSTON, TEXAS 77024

EMPLOYEE NAME		MAIL CHECK		PICK UP CHECK		DIRECT DEPOSIT	
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WEEK ENDING (Sunday)	ASSIGNMENT STATUS (mark with an X)		
	CONTINUED		COMPLETE

DAY	DATE	START TIME	END TIME	LUNCH/BREAK		REGULAR HOURS	OVERTIME HOURS	COMMENTS	
				OUT	IN				
MON									
TUES									
WED									
THURS									
FRI									
SAT									
SUN									
TOTAL HOURS									
NAME OF CLIENT/CUSTOMER						APPROVED BY			DATE

Approval by execution of this Weekly Time Record certifies that the person signing is an authorized agent of Client/Customer and that Client/Customer hereby acknowledges and agrees that:

1. The assigned employee's time charges are correct as listed above; the assigned work was performed in a timely and satisfactory manner; and Client/Customer has agreed to pay Attorney Resource a sum equal to the product of the hours listed times a prearranged hourly rate.
2. All charges based on this Weekly Time Record are due and payable to Attorney Resource in Harris County, Texas upon receipt of invoice.
3. Any fees or expenses incurred by Attorney Resource in collecting any amounts due pursuant to this Weekly Time Record shall be reimbursed by Client/Customer and venue for any litigation arising regarding the services provided or non-payment of any invoice based on this Weekly Time Record shall be in Harris County, Texas.
4. Unless employment of the above-named employee is subject to a Temp to Hire Conversion agreement between Client/Customer and Attorney Resource, neither Client/Customer nor anyone controlled by Client/Customer will, within six (6) months following either the date on which Attorney Resource last provided services to Client/Customer or the date on which employment of the above-named employee by Attorney Resource was terminated, whichever date is later, employ or offer to employ the above-noted employee in any capacity other than as an assigned employee of Attorney Resource. If the above-named employee becomes employed, directly or indirectly, by Client/Customer or an entity controlled by Client/Customer in violation of the terms hereof, Client/Customer will pay to Attorney Resource a sum equal to twenty-five percent (25%) of such employee's anticipated annual salary.
5. Attorney Resource is the employer of record ("common law employer") of the above-named assigned employee. As the legal employer, Attorney Resource has assumed employment-related responsibilities including, but not limited to, payment of wages and benefits (including ACA compliance) and payment of federal, state and local payroll taxes (including FUTA and SUTA). Attorney Resource also provides workers' compensation insurance; establishes and enforces employment policies concerning job performance and conduct; and maintains the sole right to reassign, discipline or terminate employment of its assigned employees.