



Fax: 803-753-1885

Email: payroll@opendoorpersonnel.com

Employee Name: _____
Print

Date: _____

Client Facility: _____ (One Client Per Timesheet)

This form is due by 8:00 AM by unload 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	DAILY PAY CHECK BOX	SUPERVISOR'S SIGNATURE
Monday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	
Tuesday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	
Wednesday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	
Thursday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	
Friday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	
Saturday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	
Sunday		AM / PM	__30 Mins __Other__ __1 Hour __No Lunch	AM / PM		<input type="checkbox"/>	

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.

DAILY PAY

Timesheet must be submitted by 8 AM for processing for next day deposit. Any timesheets submitted on Friday by 8 AM will receive direct deposit on Monday. Timesheets received after the cutoff time (8 AM) will be processed the following day. NO EXCEPTIONS!

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 a conversion of 5% of annual salary. Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner.