

# TIMESHEET

**FAX: (713) 943-3064 (A-L) or (713) 943-1624 (M-Z)**
  
**Call to Confirm with Payroll**
  
**713-986-0573**

- Location \_\_\_\_\_
   
 Assignment Continuing
   
 Assignment completed
   
 Please check job description:
   
 Instructor
   
 Train the Trainer (TNT)
   
 Consulting
   
 Prep

Client Name: \_\_\_\_\_

	DATE:							TOTAL REG HRS
CONTRACTOR NAME:	SUN	MON	TUE	WED	THU	FRI	SAT	
RATE OF PAY PER HOUR:								
PREP TIME:								
PAY RATE FOR PREP TIME:								
NUMBER OF STUDENTS EACH DAY:								
When contract instructor is being trained/cross trained (TNT) for Client course delivery/certification, pay rate while being trained/cross trained is at 75% of normal pay rate. Please indicate by "YES" in box provided under each day worked if you are being trained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Social Security #: \_\_\_\_\_

AT&T Performance Leader: \_\_\_\_\_

Phone # where you can be reached: \_\_\_\_\_

Course Name/Class #: \_\_\_\_\_

(Week ending Sat.): \_\_\_\_\_

Course Start/Finish Dates: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Course Name/Class #: \_\_\_\_\_

Job Order Number: \_\_\_\_\_

Course Start/Finish Dates: \_\_\_\_\_

Prep Time Job Order Number: \_\_\_\_\_

AM Session    PM Session

DATE	TRANSPORTATION						PARKING	MISC.	MEALS	LODGING	
	AIRFARE	TAXI/CAR RENTAL	AUTO MILEAGE								
			START	END	-120 MILES	TOTAL					
			TOTAL MILES:								
			RATE PER MILE: 50¢								
<b>TOTALS</b>			Mark total mileage claiming to and from airport:								

**Note: Please refer to item #8 on reverse side of timesheet for mileage reimbursement.**

**TOTAL EXPENSES:** \_\_\_\_\_

**RECEIPTS MUST ACCOMPANY TIMESHEETS FOR APPROVAL.**

ALL TIMESHEETS MUST BE RECEIVED BY 5:00 P.M. EACH FRIDAY (CST) **UNLESS** YOUR ASSIGNMENT HAS YOU TRAVELING ON FRIDAY OR THE WEEKEND, THEN YOUR TIMESHEET MUST BE RECEIVED BY 10:00 A.M. ON MONDAY. ANY TIMESHEETS OR EXPENSES RECEIVED AFTER 10:00 A.M. ON MONDAY WILL BE PROCESSED ON THE NEXT WEEK'S PAYROLL.

1. You are a contract employee of Teleworld on assignment with our telecommunications client. All payroll checks are processed by Teleworld. Should you have any questions regarding your payroll check, please call 1-888-640-4663 and ask for Ms. Jessica Sanchez or you can email her at [Jsanchez@teleworldstaffing.com](mailto:Jsanchez@teleworldstaffing.com)
2. **Timesheets** must be e-mailed or faxed to Teleworld by the contractor and received no later than 10:00 AM (CST) on Monday following the week worked. **You must always indicate course name / course I.D. # and location where you are delivering course on weekly timesheet. Indicate whether you are being crossed trained or delivering a course. You must include student class roster with each timesheet submitted.** The fax number to send your timesheets to is 713-943-3064 for last names beginning in A-L or 713-943-1624 for last names beginning in M-Z. Please call or email to ensure receipt of your fax.
3. **When travel to an assignment is confirmed and approved by client and Teleworld Staffing, Inc.:** Teleworld contractors will be responsible for making all travel, lodging and rental car arrangements. Contracted instructors will pay costs incurred and submit all expenses along with copy of legible receipts to Teleworld Staffing. Reimbursements are processed *weekly* along with payroll.
4. **Lodgings and Meals:** Teleworld Staffing will reimburse contracted instructors for reasonable lodging and meal expenses (**Not to exceed \$42.00 per day for meals; as a general rule, contractors are expected to spend \$42.00 or less per day inclusive of tax and gratuity**) when instructors are assigned to a contract work location requiring an overnight stay or longer, provided travel/lodging is authorized in advance by client. Do not expense a \$42.00 meal after the arrival of a flight home from a training assignment. **Legible copy of original receipts and breakdown( coded as breakfast, lunch or dinner) for each daily expense must accompany all timesheets for expenses.**
5. **Telephone:** Teleworld Staffing will reimburse contracted instructors for long distance and toll telephone calls placed by instructors *only as they relate to their current assignment.*
6. **Entertainment:** Teleworld Staffing *will not* reimburse contracted instructors for entertainment expenses. Please see additional listing of expenses not considered reimbursable.
7. **Airfare** – Travel should be authorized in advance by client and contracted instructors should fly coach. First class airfare will not be approved by client or Teleworld Staffing. Flight insurance is not a reimbursable expense. ***Due to unexpected training schedule changes, when purchasing your airfare, always purchase a refundable fare.***
8. **Ground Transportation** – Teleworld Staffing will reimburse contracted instructors for travel from the originally assigned work location (or if no work location is so assigned, client’s principal place of business) to and from the temporary work location (any address other than the originally assigned work location) as follows:
  - a) **the mileage rate allowance for business use of a personal automobile is fifty cents (50¢) per mile;**
  - b) for reasonable car rental (**compact or subcompact cars only**). For extended rentals (weekly) secure the less expensive weekly rate. Rental car insurance is not a reimbursable expense. Fuel option or purchase of fuel upon rental car return is also non-reimbursable. Teleworld Staffing will not pay mileage for contract assignments when distances are less than normal commute from residence to assigned work location. If not in travel status (no overnight stay required) then training assignment must be more than 60 miles each way for reimbursement to apply. If in travel status then all mileage is reimbursable relating to business travel only, i.e. travel from home to assignment, assignment to hotel or restaurant. There is no reimbursement for mileage associated with personal travel. For example, contractor has a relative who lives an hour away and desires to visit. Mileage in this and similar situations will not be reimbursed. **Normal one-way commute is 60 miles or less. Mileage expenses will only be reimbursed for travel in excess of the normal commute.** For example, if one-way travel is 70 miles, then 10 miles will be reimbursed. All claimed mileage must be indicated on weekly time sheet.
9. **Incidental Transportation Expenses:** Teleworld Staffing will reimburse instructors for incidental transportation expenses such as bridge tolls and parking fees incurred for travel to and from temporary work locations. Again, Copy of *Original receipts* must accompany all timesheets for expenses.
10. Teleworld contractors may be paid for preparation time as determined by course/class. Pay rates and preparation time allowed is solely determined by client. Any hours to be worked beyond normal fixed course hours must be requested by, and **pre-approved** by the client and Teleworld Staffing. Prep-time, hours worked or any other expenses without PRIOR approval are subject to denial for reimbursement. ***When contract instructor is being trained/cross trained for client course delivery/certification, pay rate while being trained/cross trained is at 75% of normal pay rate.***
11. **Expenses Not Reimbursable:** Travel time to and from work locations. See listing of expenses not reimbursable.
12. **Benefits:** Employee waives the right to be involved in any client employee benefit programs. Teleworld Staffing, Inc. does provide paid Holiday/Vacation. Ask Teleworld representative for details.
13. **Trainers/Instructors are expected to be at the training location and prepared prior to the start time.**
  - ***All Trainers/Instructors are expected to keep a clean, organized classroom.***
  - ***All Trainers/Instructors are expected to present a professional appearance.***
  - **Early dismissals are not permitted. Contractor will not be compensated outside of actual hours worked.**
  - ***Our clients expect their employees to get the complete training.***
  - **No hours will be paid beyond the length of the course unless pre-authorized by client.**

### **Expenses Not Reimbursable**

The following is a list, although not all inclusive of expenses are considered not reimbursable:

- Airline club membership fees, dues, or upgrade coupon
- Meals not consistent with client employee policy
- Annual credit card fees
- Barber/Hairstylist/Beautician expenses
- Car rental additional fees associated with high speed toll access programs
- Car washes
- Entertainment expenses
- Health club and fitness facilities
- Hotel safe rental
- Upgrades on airline, hotel, or car rental fees
- Excessive tips, i.e., in excess of 15% to 18% of cost of meal or services, excluding tax
- PC, cell phone, and other contracted instructor support expenses
- Meals not directly required to do business on the client account (e.g. contracted instructors cannot voucher lunch with each other simply to talk about the client)
- In-flight drinks
- Magazines & newspapers
- Personal entertainment
- Expenses associated with spouses or other travel companions
- Office expenses of contracted instructors
- Surcharges for providing fast service (not related to deliver charges such as FedEx, UPS, etc.). The client expects all contracted instructors to complete the terms of contracts in the shortest period practicable. Charges for shortening the timeframe in which contracts are fulfilled are not permissible.
- Contracted instructors may not submit expenses to cover meals or expenses from a client employee, whether in a home location or on official travel.
- Travel purchased with prepaid air passes.
- Birthday cakes, lunches, balloons, and other personal celebration/recognition costs.
- Break room supplies for the contracted instructor, such as coffee, creamer, paper products, soft drinks, snack food
- Water (bottled or dispensed by a contracted instructor)
- Clothing, personal care, and toiletries
- Laundry (except when overnight travel is required for 7 or more consecutive nights)
- Flight or rental car insurance
- Flowers, cards and gifts
- Hotel pay-per-view movies, Video Games and/or mini bar items
- High speed internet access in hotels (added to 3.5)
- Lost luggage
- Traffic or Parking Fines
- Tobacco Products
- Medical supplies
- Membership fees to exercise facilities or social/country clubs
- Movies purchased while on an airplane
- Phone usage on airline unless business emergency

Any questions regarding these policies should be directed to Teleworld Staffing, Inc. We can be reached at 1-888-640-4663.