

locatestaffing

>> customized, guaranteed, solutions

All time sheets must be in our office by Monday noon in order for your check to be processed for Wednesday payroll. Please fill out completely and get the customer's signature. Failure to fill out completely may cause your check to be delayed. Time sheets are not valid after 30 days.

| | |
|--------------------|--------------------|
| EMPLOYEE NAME | |
| WEEK ENDING SUNDAY | month / day / year |
| COMPANY NAME | |
| COMPANY SIGNATURE | x |

*CUSTOMER SIGNATURE OR NO CHECK

| | DATE | TIME IN | TIME OUT | MINUS LUNCH | TOTAL HOURS |
|------|------|---------|----------|-------------|-------------|
| MON | | | | | |
| TUES | | | | | |
| WED | | | | | |
| THUR | | | | | |
| FRI | | | | | |
| SAT | | | | | |
| SUN | | | | | |

TOTAL WEEKLY HOURS