

# CS Industrial Timesheets

We're with you from Start to Finish

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

EMP #: \_\_\_\_\_

CUSTOMER # \_\_\_\_\_

PAY PERIOD ENDING: \_\_\_\_\_

P.O. # : \_\_\_\_\_

(Pay Period always ends on Sunday)

**\*\*\*TIMESHEETS MUST BE TURNED IN BY 9:00 A.M. ON MONDAY**

	MONTH/DAY	REGULAR	OVERTIME	VAC	SICK	HOL	DOUBLE
		<b>*Please put Total daily hours only - No clock in/out times*</b>					
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
	<b>TOTAL</b>						

(Please note any shift differential pay for night shifts next to the appropriate date)

**\*\* NOTE - IT IS YOUR RESPONSIBILITY TO SUBMIT YOUR TIMESHEET TO OUR OFFICE BY  
9:00 A.M. ON MONDAY AFTER THE WEEK YOU WORKED.**

**NO PAYCHECK CAN BE ISSUED WITHOUT RECEIPT OF SIGNED AUTHORIZED TIMESHEET.**

**\*\*\*PAY PERIOD BEGINS ON MONDAY AND ENDS ON SUNDAY\*\*\***

COMPANY NAME

ADDRESS

SITE SUPERVISOR SIGNATURE

PHONE #

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