

Complete Staffing Timesheets

We're with you from Start to Finish

NAME: _____

EMPLOYEE #: _____

Office use only

COMPANY: _____

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	
		Please put Total daily hours only - No clock in/out times						
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
	TOTAL							

(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*****

SITE SUPERVISOR SIGNATURE _____

PHONE # _____

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Southeast Texas Office
1154 Texas Avenue
Bridge City, TX 77611
Phone: (409) 735-2600
Fax: (409) 735-2602

ATTENTION:

TEXAS EMPLOYEE PLEASE FAX YOUR TIMESHEET TO THE TEXAS OFFICE (409) 735-2602

IF YOU HAVE ANY QUESTIONS ABOUT YOUR TIME OR PAYCHECK PLEASE CONTACT BRIDGET MILLER at 337-494-1295