



Employee Time Sheet

Please send timesheet to 973-306-3346 or timesheets@jerseystaffing.com

Employee Name: _____ **Week Ending:** _____
Company on Assignment with: _____ **Date Submitted:** _____

	Date	In Time	Out time	In Time	Out Time	Total Hrs.
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total weekly hours: _____

Employee Signature: _____

Approved by: _____
Print Name Date

Signature

- Employees are not compensated for time traveling to and from work.
- Employees are not paid for Lunch
- Employees are not allowed to work overtime without prior approval from your Supervisor.
- Employees are responsible for their own time.
- Failure of the employee to submit a timesheet when required or submitting a fraudulent timesheet may result in disciplinary action or termination.
- If your timesheet is not received by 10am on Monday of each week, you may not be paid on the normal billing cycle.