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 Plymouth, MI 48170



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| |
|---------------|
| Employee Name |
| Client Name |

Weekly Timesheet

| Hours Billed To Client | | | | | | | |
|------------------------|------|-------------|-----------|-----------|-----------|--------------------------|-----------------------|
| | Date | Shift Start | Shift End | Reg. Hrs. | O.T. Hrs. | Authorizing Name (Print) | Authorizing Signature |
| SUN | | | | | | | |
| | | | | | | | |
| MON | | | | | | | |
| | | | | | | | |
| TUES | | | | | | | |
| | | | | | | | |
| WED | | | | | | | |
| | | | | | | | |
| THUR | | | | | | | |
| | | | | | | | |
| FRI | | | | | | | |
| | | | | | | | |
| SAT | | | | | | | |
| | | | | | | | |
| Weekly Totals | | | | Reg. | O.T. | Employee Signature | Date |
| | | | | | | | |

Instructions To Employee

1. Use a separate timesheet for each week and/or client.
2. Enter hours worked each day, specifying shift time and location.
3. Timesheet must be consistent with Staffing Coordinators' client schedule.
4. Authorizing signature is required for each shift worked.
5. Sign timesheet and retain a copy for your records.
6. Mail or fax copy at end of each week **immediately** following last shift worked. Timesheets must be received no later than 9:00 AM the following Tuesday.