

Instructions:

The following instructions are provided to help you use this timesheet:

1. Submission Dates

2. Client Authorization

3. Submission Method

4. Payroll Period Start

5. Time Format
- This timesheet must be completed, signed by your client manager and submitted the first business day by noon following a completed week.

Each timesheet must be signed by a client manager or an email approval will be accepted.

Fax a hard copy of this timesheet to the fax number listed on the timesheet or email to the payroll contact.

Select the correct date for the current payroll period from the list box to the right of the label "From:"; the remaining date information will be automatically populated

Enter all time on your timesheet in the 24hr (military) format; hours from midnight to 11:59am are 00:00 - 11:59, hours from noon to 11:59pm are 12:00 - 23:59

Employee Name:

Company Name:

Work Phone:

From: To:

****A new timesheet must be filled out for each week of work****
Paychecks that are not direct deposited will be mailed to the home address.

Time must be entered in 24hr format

Dates:								Total Hrs This Period	Regular Hours	Overtime Hours
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Start										
Lunch (out)										
Lunch (in)										
End										
Total Hours										
Notes										

Contractor/Consultant Signature:

Supervisor Signature:

Date:

Printed Name:

Date:

Title: