

Timesheet

Employees must submit hours worked by phone before 10:00 am every Friday.
Signed timesheets must be faxed to TSI before 10:00 am every Monday morning.

Client/Department _____

Employee Name _____

Assignment for _____
week beginning _____

| | Start time | Stop time | Hours worked |
|-----------|------------|-----------|--------------|
| Sunday | | | |
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |

Lunch Break

Total hours worked (minus lunch) _____
4 hour daily minimum

Employee Signature _____

Dept. Approved Signature _____

Employee to mail top copy to The Temporary Source office.
Employee to hand second copy to client/department.
Employee to retain third copy.

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