



TIMESHEET FOR THE JOB SHOP CONTRACT ASSIGNMENTS

To avoid delays in processing, please fill out all applicable fields completely and correctly.
 Incomplete or incorrect timesheets will not be accepted

	YOUR NAME													
	LAST 4 DIGITS OF SS#													
	DATE		DATE		DATE		DATE		DATE		DATE		DATE	
	MON		TUE		WED		THU		FRI		SAT		SUN	
	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
TIME IN														
TIME OUT														
LESS LUNCH														
TOTAL REGULAR TIME														
TOTAL OVERTIME														
DOUBLE TIME														

MANDATORY: All employees must take their breaks when on assignment. Breaks may not be waived, and they cannot be used to shorten the workday or be accumulated for any other purpose. Please confirm by initialing:

“I have taken a lunch and/or all breaks due to me each day _____.”

WEEK ENDING SUNDAY	REGULAR TIME	OVERTIME	DOUBLE TIME
MONTH DAY YEAR	HRS. MIN.	HRS. MIN.	HRS. MIN.

ALL overtime and double time **MUST** be PRE-APPROVED

Job Completed <input type="checkbox"/> or Job Continuing <input type="checkbox"/>
IMPORTANT: Hold check for pick up <input type="checkbox"/> or mail check <input type="checkbox"/>

SUPERVISOR SIGNATURE: _____ **DEPT.** _____

COMPANY NAME: _____

TEMPORARY EMPLOYEE SIGNATURE: _____

Client Information: Overtime is paid for hours worked in excess of 8 hours in one day or 40 hours in one week. There is a 4-HOUR MINIMUM per assignment. If you or any of your affiliates hire this employee on a full-time basis within one year of this timecard, you will be billed a placement fee of 20% or the fee schedule in effect at the time.

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