



TIMESHEET FOR THE JOB SHOP CONTRACT ASSIGNMENTS

Please take your time to fill out all applicable fields completely and correctly. Incomplete or incorrect timesheets will be asked to be redone until correct; The Job Shop will not make any corrections to your timesheet.

EMAIL ANY QUESTIONS AND COMPLETED TIMESHEETS TO: JOBS@JOBSHOPSF.COM

YOUR NAME															
		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															
LUNCH START															
LUNCH END															
TIME OUT															
REGULAR TIME															
OVERTIME															
DOUBLE TIME															

MANDATORY: You **MUST** take your full allotted time for lunch/meal break. **DO NOT LOG BACK IN until allotted time is finished.** 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"/>

COMPANY NAME: _____

SUPERVISOR SIGNATURE: _____

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.