

Mackey & Guasco Staffing

TIMESHEET

YOUR NAME: _____

CLIENT NAME: _____

Assignment Status: Continuing Completed

WEEK ENDING SUNDAY:		
MONTH	DAY	YEAR
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THE TIMESHEET		
EMPLOYEE SIGNATURE		

DEADLINE MONDAY BY 12:00 NOON					
ROUND DAILY TOTALS TO THE NEAREST QUARTER HOUR, .25 = 15 MIN., .50 = 30 MIN., .75 = 45 MIN.					
DAY	DATE	FROM	TO	LESS LUNCH	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
YOUR PAYCHECK WILL BE DIRECT DEPOSITED INTO YOUR DESIGNATED ACCOUNT				TOTAL HOURS (DO NOT INCLUDE LUNCH)	REGULAR TIME
					OVERTIME
<i>FOUR (4) HOUR MINIMUM PER ASSIGNMENT</i>					
I CERTIFY THAT THE MACKEY & GUASCO STAFFING TEMPORARY EMPLOYEE NAMED ABOVE WORKED THE HOURS LISTED AND I AGREE TO THE TERMS AND CONDITIONS SET FORTH.					
CLIENT COMPANY INFORMATION:					
PRINT NAME:			AUTHORIZED SIGNATURE:		
PHONE NUMBER:			DEPARTMENT:		