

Time Sheet



EMPLOYEE NAME:		CLIENT:				LAST 4 DIGITS OF YOUR SS#:								
FILL IN DATE ---->														
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS	HRS	MINS
TIME IN														
TIME OUT														
LUNCH														
REGULAR TIME														
OVER TIME														
DOUBLE TIME														

WEEK ENDING SUNDAY		
MO	DAY	YEAR
/	/	

REGULAR TIME	
HOURS	MINUTES

OVERTIME	
HOURS	MINUTES

DOUBLE TIME	
HOURS	MINUTES

SUPERVISOR SIGNATURE _____

COMPANY NAME _____

EMPLOYEE SIGNATURE _____

Client Information: Overtime is paid for hours in excess of 8 hours in one day or 40 hours in one week. There is a 4 hour minimum per assignment. Any changes in assignment or schedule must be discussed with your Emerging Blue account representative. If you or any of your affiliates are interested in hiring one our employees on a permanent basis, please contact your Emerging Blue representative. By signing this document, you are confirming that the work was performed to your satisfaction and hours stated above are correct.