



Available Staffing Network

Payroll/Time Sheet

Client Name	Week Ending
Employee Name	Job Title

DATE	TIME STARTED	LUNCH OUT	LUNCH IN	TIME FINISHED	NET HOURS	CLIENT APPROVAL
SUN						
MON						
TUE						
WED						
THUR						
FRI						
SAT						
Total Hours to the Nearest 1/4 Hour						

I certify that the hours shown above represent my total hours worked and were properly verified by the client or by an authorized representative.

EMPLOYEE SIGNATURE: _____

CLIENT APPROVAL: _____

WHITE - OFFICE

YELLOW - CLIENT

PINK - EMPLOYEE