



"We bring good people to light"

Clerical Staffing Specialists

Idea Staffing Payroll Timesheet

Employee Name	Week Ending Date	Check Option
		Pick Up /Mail/Direct Deposit

Company Name/Job Site: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Dates								
Time Worked	In							
	Out							
	In							
	Out							
Total Hours								

Hours should be calculated to the nearest quarter hour. For example:

.25 is 15 minutes

.50 is 30 minutes

.75 is 45 minutes

Employee's Signature: _____

Supervisor's Approval: _____

Please Fax Back: 904-339-9045

By 10:00AM Monday Morning

**By signing as the supervisor on this timesheet you are agreeing to Idea Staffing's Terms of Service as posted at http://www.IdeaStaffing.com/Idea_Terms.htm or the terms as agreed upon in your proposal.*