Skill Force Printable Timesheet

SKILL FORCE
P.O. Box 5005 • Cary, NC 27512
PH: 919-469-0706 • Fax: 919-465-2322

ORDER #

CUSTOMER NAME

YOUR NAME

SOCIAL SECURITY # - LAST FOUR (4) DIGITS
XXX—XX—_____

CHECK DELIVERY OPTION:
❒ HOLD ❒ MAIL ❒ DIRECT DEPOSIT

Execution of this time sheet is your responsibility. You cannot be paid unless the time sheet is signed by you and the client. I HEREBY CERTIFY THIS TIME SHEET IS TRUE AND THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT.

_____
Employee Signature Date

ALL TIMESHEETS ARE DUE MONDAYS BY 5:00 P.M. FAILURE TO COMPLY WILL RESULT IN A PAYCHECK DELAY OF ONE WEEK.

Our Goal is To exceed Your Expectations!

NUMBER OF HOURS WORKED *(Excluding lunch)*
time and a half applies after 40 hrs. per assignment.

WEEK ENDING SUNDAY _____ / _____ / _____
Month Day Year

	MON	TUE	WED	THU	FRI	SAT	SUN
IN							
OUT							
LUNCH							
TOTAL							

TOTAL HOURS WORKED
to nearest 1/4 hour (*e.g. 35.75*)

REGULAR **OVERTIME**

Please write out total hours (e.g. thirty-five hours and forty-five minutes)

We recognize that services rendered to us by Skill Force require a substantial investment in recruiting, selection and training. We therefore agree to pay Skill Force the current liquidated damages rate if we employ this Skill Force employee within 90 days.

_____
Client's Signature Title Date

Timesheet Instructions:

1. **Work Order Number**
2. **Customer's Name**
3. **Your Name**
4. **The Last 4 Digits of your Social Security Number**
5. **Check "*MAIL*" to have Check Mailed to Your Address.**
   Check "*HOLD*" to have check Held for Pick-Up
   Check "*DIRECT DEPOSIT*" to have your Check Directly Deposited
6. **Your Signature and the date**
7. **Week-ending (Sunday)**
8. **Time in, Time Out, Amount of Time taken for lunch, and Daily Total**
9. **Total Number of Hours worked for the week**
10. **Spell out Number of hours worked for the week.**
11. **Authorized client's signature (On-the-job supervisor's signature)**

*** Make a copy of this completed timesheet for your supervisor's records. ***

TIMESHEETS MUST BE TURNED IN TO SKILL FORCE BY 5:00 PM ON MONDAYS
FAX TO 919-465-2322