



# Weekly Time Card

Week Ending \_\_\_\_\_

<u>First Name:</u>	<u>Last Name:</u>	<u>Company:</u>	<u>SSN:</u>
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	Date	Morning Hours		Afternoon Hours		Overtime Hours		Total Hours Worked	
		Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime
<b>Wednesday</b>									
<b>Thursday</b>									
<b>Friday</b>									
<b>Saturday</b>									
<b>Sunday</b>									
<b>Monday</b>									
<b>Tuesday</b>									
<b>Total</b>									

## Signatures

Employee	Date	Supervisor	Date
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### NOTE TO SUPERVISOR:

BY SIGNING THIS FORM YOU AGREE THAT ALL TIMES AND DATES ARE CORRECT. AFTER TIMESHEET HAS BEEN SUBMITTED ALL AMOUNTS ON INVOICE ARE **FINAL**. TIMESHEETS ARE DUE **NO LATER THAN 5:30PM TUESDAY.**

### NOTE:

- Our work week runs from **Wednesday to Tuesday.**
- Pay day is on Friday.
- Please fax to **954-404-9173** or email to **timesheets@spotlightstaffinginc.com** no later than **5:30pm Tuesday.**
- It is the employee's responsibility to have their time sheet with them at the beginning of the work week.
- Please fill out the time sheet completely. Time in and time out should be rounded to the nearest 15 minutes. Total time should be calculated and written. We do not recalculate totals.
- **ALL** time sheets must be signed by a supervisor. Failure to be signed means no pay.
- For questions regarding time sheets or any other matters please call the office at 954-494-8934.