



"Bringing Good People to Light"

Clerical Staffing Specialists

Idea Staffing Payroll Timesheet

Employee Name	Week Ending Date	Circle Check Option
		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: _____

Fax to: (904) 339-9045
No Later than 10:00 a.m. Monday Morning
(Following the Week you Work)

**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.*