



1. USE A NEW TIMESHEET FOR EACH ASSIGNMENT.
2. COMPLETE ENTIRE TIMESHEET
3. HAVE A SUPERVISOR SIGN AND VERIFY HOURS WORKED.
4. SUBMIT SIGNED TIMESHEET BY 11:30AM MONDAY.

EMPLOYEE NAME (LAST, FIRST INITIAL)

WEEKENDING DATE (SUNDAY) SOCIAL SEC. #

DATE Month/Day	TIME IN	TIME OUT	LUNCH IN	LUNCH OUT	DATE	TOTAL TIME	OTHER
MON / /	:	:	:	:	/ /	:	
TUE / /	:	:	:	:		:	
WED / /	:	:	:	:		:	
THR / /	:	:	:	:		:	
FRI / /	:	:	:	:		:	
SAT / /	:	:	:	:		:	
SUN / /	:	:	:	:		:	

I UNDERSTAND THAT THE HOURS WILL BE VERIFIED BY WORKNET WITH THE CUSTOMER. I ALSO CERTIFY NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THE ASSIGNMENT UNLESS SO NOTED IN THE COMMENTS SECTION.

EMPLOYEE SIGNATURE

COMMENTS:

ASSIGNMENT COMPLETE? YES NO
IF YES, IMMEDIATELY CALL WORKNET OFFICE.

COMPANY: ORDER NO. OR DEPT.

ADDRESS:

CITY

STATE

ZIP CODE

TIMESHEET HOURS ARE VERIFIED AND ARE CORRECT AS INDICATED.
GROSS OUT ANY DAYS NOT WORKED BY THE EMPLOYEE. APPROVAL INCLUDES VERIFICATION OF HOURS WORKED AND ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE WORKNET SERVICE AGREEMENT.

CLIENT SIGNATURE:

DATE

/ /

REG TIME	+	OVERTIME	+	DBL TIME	=	TOTAL TIME	TOTAL MILES
:	:	:	:	:	:	:	: