



THE JOB SHOP

TIMESHEET FOR THE JOB SHOP CONTRACT ASSIGNMENTS

To avoid delays in processing, please fill out all applicable fields completely and correctly.
Incomplete or incorrect timesheets will not be accepted

EMAIL COMPLETED TIMESHEETS TO: JOBS@JOBSHOPSF.COM

YOUR NAME															
		DATE		DATE		DATE		DATE		DATE		DATE		DATE	
		MON		TUE		WED		THU		FRI		SAT		SUN	
		HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
TIME IN															
TIME OUT															
LESS LUNCH															
REGULAR TIME															
OVERTIME															
DOUBLE TIME															

MANDATORY: All employees must take their breaks when on assignment. Breaks may not be waived, and they cannot be used to shorten the workday or be accumulated for any other purpose. Please confirm by initialing:

"I have taken a lunch and/or all breaks due to me each day _____."

WEEK ENDING SUNDAY

REGULAR TIME

OVERTIME

DOUBLE TIME

MONTH

DAY

YEAR

HRS.

MIN.

HRS.

MIN.

HRS.

MIN.

All overtime and double time **MUST** be pre-approved

Job Completed or Job Continuing

IMPORTANT: Hold check for pick up or mail check

COMPANY

NAME:

SUPERVISOR

SIGNATURE:

EMPLOYEE

SIGNATURE:

Client Information: Overtime is paid for hours worked in excess of 8 hours in one day or 40 hours in one week. There is a 4-HOUR MINIMUM per assignment. If you or any of your affiliates hire this employee on a full-time basis within one year of this timecard, you will be billed a placement fee of 20% or the fee schedule in effect at the time.

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