



TIMESHEET FOR THE JOB SHOP CONTRACT ASSIGNMENTS

Please take your time to fill out all applicable fields completely and correctly. Incomplete or incorrect timesheets will be asked to be redone until correct; The Job Shop will not make any corrections to your timesheet.

EMAIL ANY QUESTIONS AND 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															
LUNCH START															
LUNCH END															
TIME OUT															
REGULAR TIME															
OVERTIME															
DOUBLE TIME															

WEEK ENDING SUNDAY			REGULAR TIME		OVERTIME		DOUBLE TIME	
MONTH	DAY	YEAR	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.

Job Completed <input type="checkbox"/> or Job Continuing <input type="checkbox"/>
IMPORTANT: Hold check for pick up <input type="checkbox"/> or mail check <input type="checkbox"/>

By signing below, I acknowledge and agree to all of the following:

- I have reported all hours worked and actual times worked;
- All overtime hours worked are reported above, regardless of prior approval received;
- I was authorized and permitted to take a meal period(s) according to policy and any meal period not recorded above, I voluntarily elected not to take;
- I was authorized and permitted to take rest periods according to policy and any rest periods not recorded above, I voluntarily elected not to take; and
- I did not have any work-related injuries during the above stated time period.

Any questions or inability to acknowledge any of the above must be immediately reported to The Job Shop.

EMPLOYEE SIGNATURE: _____

COMPANY NAME: _____

SUPERVISOR 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.