



Name: \_\_\_\_\_ Title/Location : \_\_\_\_\_

Reporting Period: Month \_\_\_\_\_ Year \_\_\_\_\_

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Hours Worked	SUM Hours
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
						<b>Total</b>	

(Please email to [humanresource@presidentialstaffing.com](mailto:humanresource@presidentialstaffing.com) or fax to (210) 783-8957 by 12 noon CST every Monday)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Verified By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1. Sign In and Out Daily, including lunch.
2. Record total hours worked and SUM Total Hours.