

Name: \_\_\_\_\_ Location : \_\_\_\_\_

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

Date	Day	Time In	Time Out	Hours Worked	
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
4 <sup>th</sup>					
5 <sup>th</sup>					
6 <sup>th</sup>					<b>Total</b>
7 <sup>th</sup>					
8 <sup>th</sup>					
9 <sup>th</sup>					
10 <sup>th</sup>					
11 <sup>th</sup>					
12 <sup>th</sup>					
13 <sup>th</sup>					<b>Total</b>
14 <sup>th</sup>					
15 <sup>th</sup>					
16 <sup>th</sup>					
17 <sup>th</sup>					
18 <sup>th</sup>					
19 <sup>th</sup>					
20 <sup>th</sup>					<b>Total</b>
21 <sup>st</sup>					
22 <sup>nd</sup>					
23 <sup>rd</sup>					
24 <sup>th</sup>					
25 <sup>th</sup>					
26 <sup>th</sup>					
27 <sup>th</sup>					<b>Total</b>
28 <sup>th</sup>					
29 <sup>th</sup>					<b>Total</b>
30 <sup>th</sup>					
31 <sup>st</sup>					
				<b>Monthly 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verified by

\_\_\_\_\_  
Date

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