



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						
						Total	

(Please email to 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.