

Name: ______ Location : _____

Reporting Period: Month _____ Year _____

| Date | Day | Time In | Time Out | Hours Worked | ΡΤΟ | РТО Туре | Sum Hours | |
|------|-----------|---------|----------|--------------|-----|----------|-----------|------|
| | Sunday | | | | | | | |
| | Monday | | | | | | | |
| | Tuesday | | | | | | | |
| | Wednesday | | | | | | | |
| | Thursday | | | | | | | |
| | Friday | | | | | | | Tota |
| | Saturday | | | | | | | |
| | Sunday | | | | | | | |
| | Monday | | | | | | | |
| | Tuesday | | | | | | | |
| | Wednesday | | | | | | | |
| | Thursday | | | | | | | |
| | Friday | | | | | | | Tota |
| | Saturday | | | | | | | |
| | Sunday | | | | | | | |
| | Monday | | | | | | | |
| | Tuesday | | | | | | | |
| | Wednesday | | | | | | | 1 |
| | Thursday | | | | | | | 1 |
| | Friday | | | | | | | Tota |
| | Saturday | | | | | | | |
| | Sunday | | | | | | | |
| | Monday | | | | | | | |
| | Tuesday | | | | | | | |
| | Wednesday | | | | 1 | | | 1 |
| | Thursday | | | | | | | |
| | Friday | | | | | | | Tot |
| | Saturday | | | | | | | |
| | Sunday | | | | | | | |
| | Monday | | | | | | | Tota |
| | Tuesday | | | | | | | |

Monthly 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