



TIMESHEET



Name: _____ Title/Location: _____

Reporting Period: Month _____ Year _____

Date	Day	Time In	Lunch Out	Lunch In	Time Out	Hours Worked
Total						
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.