



# LaneStaffing

Big Business Solutions. Small Business Flexibility

## Weekly time record

Houston \* Dallas \* Pt. Arthur/Beaumont \* Orlando

Work Site Address \_\_\_\_\_

Address 2 \_\_\_\_\_

City, ST, ZIP Code \_\_\_\_\_

Week ending: \_\_\_\_\_

Employee: \_\_\_\_\_

Manager: \_\_\_\_\_

Employee phone: \_\_\_\_\_

Employee e-mail: \_\_\_\_\_

Last 4 of social \_\_\_\_\_

Day	Date	Regular Hours	Ove time	Holiday	Vacation	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						

\*Overtime hours paid for hours in excess of 40 hours in a work week. Overtime Authorized by: \_\_\_\_\_

(Manager's Initials)

By executing this form, I agree to the terms and conditions on the back of this timesheet; I certify that this time is true and correct and that no injuries were suffered.

I certify that the above hours are correct and that work was performed satisfactorily. Client agrees to the terms and conditions on the back of this timesheet.

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

Manager signature \_\_\_\_\_

Date \_\_\_\_\_

To ensure timely payment Fax timesheet each Monday by 12 noon, call to confirm timesheet is received each week.