



Professional
Staffing
Solutions

EMPLOYEE TIMESHEET

EMPLOYEE NAME:		WEEK ENDING DATE:	
CLIENT:		SUPERVISOR:	

DAY	DATE	START TIME	END TIME	LUNCH	REG. HOURS	OT HOURS	TOTAL HOURS
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							
WEEKLY TOTALS							

Please add comments here if necessary:

EMPLOYEE SIGNATURE: _____ **SUPERVISOR SIGNATURE:** _____