Employee Timesheet

Employee Name	Social Security Number
Client Company Name	Week Ending Date (Sunday)
Supervisor Name	Is this employee continuing this assignment? ☐ Yes ☐No

Day	Date	Start Time	Lunch Out	Lunch In	Finish Time	Regular Hours	Overtime Hours
Monday		AM PM	AM PM	AM PM	AM PM		
Tuesday		AM PM	AM PM	AM PM	AM PM		
Wednesday		AM PM	AM PM	AM PM	AM PM		
Thursday		AM PM	AM PM	AM PM	AM PM		
Friday		AM PM	AM PM	AM PM	AM PM		
Saturday		AM PM	AM PM	AM PM	AM PM		
Sunday		AM PM	AM PM	AM PM	AM PM		
					Total Hours		

Employee Certification

I certify that the hours listed above are correct and that I was not injured or harassed in any way while on my job assignment.

Employee Signature	Date

Client Authorization

I authorize HireCall to pay the employee named above for their time recorded on this timesheet. I also agree on behalf of my company to pay our bill and operate in accord with the HireCall Terms and Conditions set forth in our Agreement.

Client Signature	Date

Instructions

Return timesheet by noon on Monday via email to accounting@hirecall.com or fax at 918.933.5550.