

Fragrance

COWORX STAFFING SERVICES LLC
For Field Associates on assignment with P&G Prestige



Last Name	First Name	M.I.	Week End Date (Saturday)	CoWorx ID#
Address			Apt #	Telephone Number
City	State	Zip Code	Email Address:	

Indicate the Name of your P&G Prestige Retail Executive (please print):

By signing below, I am declaring my time reported reflects true and accurate time worked and includes that I took and recorded all applicable breaks and/or meal periods, pursuant to CoWorx's Break and Meal Period Policy, as they pertain to the state in which I work. I am responsible to comply with the current version of the CoWorx Break and Meal Period Policy, which can be located at <https://www.coworx.net/forms.asp?id=17576>

Signature:	Date:	Rate Per Hour	Total Hours (less breaks)	Total Amount Due
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This timesheet is to be used for **ONE Sunday through Saturday** week only - The department/counter manager must sign before submitting to CoWorx.

Please include your focus brand & the name of your Retail Executive in the spaces provided.

I understand I am being provided a weekly schedule by my P&G Prestige RE. If I am unable to adhere to the schedule I am assigned, I must notify my RE at least 1 hour prior to my start time.

Date	Store Name	Store #	Focus Brand (one per day)	Hours Worked					Dept Mgr's Signature	Retail Sales Generated					
				Start Time	Break		Stop Time	Total Hours		Dolce & Gabbana	Gucci	Lacoste	Hugo Boss	Other Fragrance	All Beauty &
					Start	Stop				100	200	300	400	500	600
Sun															
Mon															
Tue															
Wed															
Thu															
Fri															
Sat															
Total Retail Sales per Brand:									\$	\$	\$	\$	\$	\$	

****This timesheet must be completed in its entirety & submitted to CoWorx immediately following your last day worked or no later than 1:00 pm EASTERN TIME on Mondays. You MUST have the department or counter manager sign the timesheet at the end of each shift. Missing information will cause delays in the processing of your timesheet. CoWorx can not guarantee that your funds will be available on a regular schedule based on your submission date. After receipt & review of your timesheet, CoWorx will submit to P&G for approval****

Blank copies of timesheets are available online at
<https://www.coworx.net/forms.asp?id=17576>

Upon completion of this timesheet, please submit directly to CoWorx Staffing at:
FAX: 1-866-448-5858
EMAIL: PGTS@coworxstaffing.com

Last Name Doe		First Name Jane		M.I.	Week End Date (Saturday) 7/7/2012		CoWorx ID# 0 2 0 0 0 0 0 0 A							
Address 15 Anywhere Street					Apt #		Telephone Number 4 2 0 2 2 2 - 1 2 3 4							
City New York		State NY	Zip Code 12345		Email Address: janedoe2012@hotmail.com									
Indicate the Name of your P&G Prestige Retail Executive (please print):											Fabio Penta			

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Signature: <i>Jane Doe</i>		Date: 07/08/20132		Rate Per Hour 12.00		Total Hours (less breaks) 24		Total Amount Due 288.00	
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				Start Time	Break		Stop Time	Total Hours		Dolce & Gabbana	Gucci	Lacoste	Hugo Boss	Other Fragrance	All Beauty &
					Start	Stop									
Sun	Macys	63	AS	10:00	2:00	2:15	4:15	6	<i>Dept Mgr's Signature</i>	100	200	300	400	500	600
Mon															
Tue	Macys	63	AS	10:00	-	-	2:00	4	<i>Dept Mgr's Signature</i>	0					400
Wed															
Thu	Macys	63	AS	10:00	12:00	12:15	3:15	5	<i>Dept Mgr's Signature</i>	150			600		
Fri	Macys	63	AS	10:00	-	-	2:00	4	<i>Dept Mgr's Signature</i>	100	100		200		400
Sat	Macys	63	AS	10:00	12:00	12:15	3:15	5	<i>Dept Mgr's Signature</i>				400		400
Total Retail Sales per Brand: →										\$1,350	\$100	\$200	\$1,200	\$	\$1,500

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