

Employee Time Sheet

Pay Period: _____

Employee Name: _____

Cell Phone: _____

Company Name: _____

Work Phone: _____

Day	Date	Start	Lunch		End	Daily Hours	Comments
			Out	In			
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

<p>Fax time sheets by Noon on Saturday. Paychecks that are not marked to be mailed may be picked up on Thursday at 5151 Katy Freeway Suite 160.</p> <p><input type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Pick-up Check</p> <p>Changes in Direct Deposit require a separate written authorization.</p> <p><input type="checkbox"/> Direct Deposit</p>	<p>Express daily time worked in decimals. Round off daily hours to the nearest quarter hour. (7hrs 15min-7.25hrs 7hrs 25min-7.50hrs) (7hrs 30min-7.50hrs 7hrs 45min-7.75hrs)</p> <p>Weekly Total Hours: <input style="width: 100px;" type="text"/></p> <p>Hours of Regular Pay: <input style="width: 100px;" type="text"/></p> <p>Hours of Overtime Pay: <input style="width: 100px;" type="text"/></p>	<p>Employee Signature _____</p> <p>Supervisor Signature _____</p> <p>Print Name and Title of Supervisor _____</p>
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1. Time Sheets must be signed by employee and authorized Company representative.
2. Employee acknowledges that the information on this time sheet is correct.
3. Supervisor acknowledges that the hours worked per this time sheet are accurate and applicable fees for such work have been earned and shall be due and payable to LPC Personnel, Inc. upon receipt of invoice.
4. All hours worked in excess of 40 hours per week will be billed at time and a half.

Please make copies of blank time sheet for future weeks!