

Pay periods run from Saturday –Friday with Friday being the last day of the pay period. Please fill out your timesheet accordingly.

Employee Name

Client Job Location

Week Ending

****Employee Signature**

Please type your name in the signature box if you email your timecard. Your typed name constitutes your electronic signature.

DAY	DATE	IN	OUT	Less Meal Break	Total Hours	Indicate if any of your total hours included any TRAINING hours
<i>Sat</i>						
<i>Sun</i>						
<i>Mon</i>						
<i>Tue</i>						
<i>Wed</i>						
<i>Thur</i>						
<i>Fri</i>						
*Round to the nearest ¼ hour						
WEEKLY TOTAL						
					Regular	Overtime
					Training Hours	

Note: Training hours are listed for reporting purposes only. All approved hours including those in training are paid at regular rate.

****EMPLOYEE SIGNATURE CONSTITUTES ACCEPTANCE OF THE FOLLOWING:**

- ◆ Employee acknowledges that the hours that appear above indicate actual hours worked.
- ◆ Employee acknowledges and agrees that the above hours exactly match any daily time logs used by facility. Any discrepancies between time noted on this timesheet and the actual number of hours that the client approves through the PeopleClick system will be adjusted according to the hours that are approved through the PeopleClick System.
- ◆ Employee acknowledges that payment for the above hours will be made in accordance with Core-I.T. policies and procedures for W-2 payroll processing.

EMPLOYEE ACKNOWLEDGES THAT A FACSIMILE COPY HEREOF SHALL BE BINDING UPON THEM AND MAY BE RELIED UPON BY Core-I.T.

TIMECARD FAX (toll free): (877)405-0793 TIMECARD EMAIL: timesheets@coremedstaffing.com

MUST BE RECEIVED BY MONDAY AT 12:00PM EST