



EMPLOYEE: _____
 RECRUITER: DAPHNE THEOTOCATOS
 FACILITY/SCHOOL: _____
 WEEK OF: _____ TO _____

FAX TIME SHEET AFTER LAST DAY WORKED EACH WEEK
 NO LATER THAN 12:01 P.M. EASTERN TIME SUNDAY TO:
 877-309-5038 or 888-794-5038

| DAY | DATE | | Time In | Time Out | | Total Billable Hrs (*) | | | Comments |
|-------|------|--|---------|----------|--|------------------------|--|--|----------|
| MON | | | | | | | | | |
| TUES | | | | | | | | | |
| WED | | | | | | | | | |
| THURS | | | | | | | | | |
| FRI | | | | | | | | | |

***OFFICE USE ONLY ***

| | | | |
|-----------|--|-----------|--|
| Reg. Hrs. | | Bill Rate | |
|-----------|--|-----------|--|

 Supervisor Signature Date

 Supervisor Name (Please Print)

I certify all hours noted on this time sheet are accurate:

 Employee Signature Date

(*) Please note that regardless of time in/out - you will only be paid your contracted rate. If your contracted rate is not a round number, use the quarter hour rule when calculating total hours. 15 MIN = .25HRS 30 MIN = .50HRS 45 MIN = .75HRS

For example: 7 and 1/2 hours per day would = 7.5 hrs