

Payroll Timesheet

TIMESHEETS DUE BY MONDAY BEFORE NOON EACH WEEK BY FAX

Fax: 303-221-4512

Pay Period Beginning and End Date _____ to _____

Last Name	Company Name
First Name	Job Title

I hereby certify that the time recorded represents actual hours of employment for the period indicated.
 Employee Signature _____

Date	In	Out	In	Out	TOTAL
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Worked for Pay Period					

Supervisor Signature _____ Date _____

For Employee	Instructions	For Client
<ol style="list-style-type: none"> Please notify PinPoint Staffing LLC office immediately should your job duties differ from those described by your PinPoint Staffing LLC counselor. Your PinPoint Staffing LLC timesheet is the only means of receiving your payment. Complete timesheet neatly and correctly. Errors will cause delay in payment. Instructions for completing timesheet: <ul style="list-style-type: none"> Week ending Sunday: work week is Monday – Sunday. Record Sunday date. Total hours: Do not include lunch hour. Report time each day to the nearest ¼ hour. Timesheet will not be accepted unless signed by an authorized representative from your client's firm. Use a separate timesheet for each assignment and week. 	<ol style="list-style-type: none"> PinPoint Staffing LLC reserves the right to charge the Client a fee in the event the Client hires the employee named on the timesheet before, during or after an assignment with the Client's company. The fee is in addition to any service hours billed to the client PinPoint Staffing LLC to the date of hire. Contact PinPoint Staffing LLC for more information. You agree the make payment for the hours listed on the timesheet when billed. Overtime hours will be billed at time and one-half. PinPoint Staffing LLC employees may not drive any motorized vehicle or operate any machinery (except office machinery) without prior written consent. PinPoint Staffing LLC assumes no responsibility if our employee handles cash, check, securities or other valuables without prior written consent. PinPoint Staffing LLC employee is assigned to a particular job description and is not to change jobs without PinPoint Staffing LLC prior approval. Client represent that its worksite complies with OSHA (USA) and other applicable rules and regulations. If you have any questions regarding our employees, please contact us. 	