



## Idea Recruitment Payroll Timesheet

|                      |                         |                            |
|----------------------|-------------------------|----------------------------|
| <b>Employee Name</b> | <b>Week Ending Date</b> | <b>Circle Check Option</b> |
|                      |                         | Mail Direct Deposit        |

Company Name/Job Site: \_\_\_\_\_

|             | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | TOTAL |
|-------------|--------|---------|-----------|----------|--------|----------|--------|-------|
| Dates       |        |         |           |          |        |          |        |       |
| Time Worked | In     |         |           |          |        |          |        |       |
|             | Out    |         |           |          |        |          |        |       |
|             | In     |         |           |          |        |          |        |       |
|             | Out    |         |           |          |        |          |        |       |
| Total Hours |        |         |           |          |        |          |        |       |

Hours should be calculated to the nearest quarter hour. For example:

- .25 is 15 minutes
- .50 is 30 minutes
- .75 is 45 minutes

Employee's Signature: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_

**Fax to: (904) 339-9045**  
**No Later than 10:00 a.m. Monday Morning**  
*(Following the Week you Work)*

*\*By signing as the supervisor on this timesheet you are agreeing to Idea Staffing's Terms of Service as posted at [http://www.IdeaRecruiters.com/Idea\\_Terms.htm](http://www.IdeaRecruiters.com/Idea_Terms.htm) or the terms as agreed upon in your proposal.*