



TIME SHEET

NJ Address: 2 Bridge Ave, Red Bank, NJ 07701

NC Address: 4259 Piedmont Parkway, Suite 101, Greensboro., NC 27410

NYC Main Tel: 212-986-5805
Main Fax: (732) 865-7201

NC Main Tel: 336-905-8105
NC Fax: 336-905-8106

Email copies to: Payroll@distinctivepersonnel.com

Employee name (Print): _____ **Name of Client/Company:** _____

Employee Phone Number _____ **Supervisor name (Print):** _____

Social Security Number: _____ **Supervisor Direct Number:** _____

Week Ending (Mon-Sun): _____ **Department:** _____

Month / Day / Year

Day of Week	Date	Start Time	End Time	Less Lunch	Total Hrs.
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
			Round total hours to nearest ¼ hour	Total:	

Employee Signature: _____ **Date:** _____

For Client's use Only

This is your record, keep it and check it against our invoices. Before signing, please check all the hours. No changes can be made after the signature.

Client Supervisor Name: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Clients Accepts Responsibility for the hours reported