

Talent timesheet

Talent signature below represents that talent agrees with all the terms and conditions on front and reverse sides.



Last name (print) _____ First name (print) _____
 Social Sec number _____
 Branch number _____
 Week and date (Sun) _____ Location number _____
 Time entered Via IWR? yes no
 Signature _____ Date _____
 Check mail pick up (specify) _____

	MM / DD	Start time	End time	Less meal time	Regular hours	Overtime hours	Total
Monday	/						
Tuesday	/						
Wednesday	/						
Thursday	/						
Friday	/						
Saturday	/						
Sunday	/						
Totals							

- Instructions for filling out timesheet
1. Use a separate timesheet for each assignment and for each week's work.
 2. Leave the goldenrod copy with client.
 3. Keep the pink copy for your records.
 4. Be sure to contact your office after each assignment.

Client signature below represents that client agrees with all the terms and conditions on front and reverse sides. Please do not advance copies to employees.

Company _____ Department _____
 Authorized signature _____ Date _____
 CORPORATE



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