



13950 Hillcroft Avenue, Houston, Texas 77085

Fax: (713) 433-4600

HOURLY EMPLOYEE TIMESHEET

EMPLOYEE INFORMATION						
EMPLOYEE NAME					EMPLOYEE NUMBER	
DEPARTMENT				MANAGER		
BI-WEEK ENDING SUNDAY	HOURS WORKED BY EMPLOYEE <small>Employee must forward copy to Payroll Department upon completion of Week Ending with signed Manager Approval for payroll processing</small>					
DATE	DAY	START TIME	END TIME	LESS LUNCH TIME	REGULAR HOURS	OVERTIME HOURS
	MON					
	TUE					
	WED					
	THUR					
	FRI					
	SAT					
	SUN					
WEEK (1) TOTALS						
	MON					
	TUE					
	WED					
	THUR					
	FRI					
	SAT					
	SUN					
WEEK (2) TOTALS						
TOTAL BI-WEEKLY HOUR						
EMPLOYEE SIGNATURE				DEPARTMENT APPROVAL		
<p>TERMS & CONDITIONS Employee acknowledges that this time sheet is a legal record of the hours you worked, and your payroll is based on the time recorded on this time sheet. Any misrepresentations are grounds for disciplinary action including immediate termination.</p> <p>Each hourly employee (non-exempt) employee is required to complete a time log.</p> <p>Sign in no more than (15) minutes early and sign out no more than (15) minutes after the end of your scheduled shift. Your manager must approve (in advance) any additional hours beyond your scheduled shift.</p> <p>I CERTIFY THAT THE HOURS RECORDED ON THIS TIME LOG ARE CORRECT AND WERE COMPLETED BY ME.</p> <p>EMPLOYEE'S SIGNATURE X:</p> <p>Date: _____</p>				<p>I VERIFY THAT THE HOURS ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY THE CONTRACTOR.</p> <p>MANAGER SIGNATURE X _____</p> <p>Printed Name _____</p> <p>Date: _____</p> <p>DIRECTOR SIGNATURE X _____</p> <p>(If required)</p> <p>Printed Name _____</p> <p>Date: _____</p>		
				PAYROLL PROCESSING (Accounting Use Only)		