

TIME SHEET



Good People. Good Jobs. GoodWork Staffing!

Please make sure time sheets are signed by supervisors and faxed to or received by GoodWork Staffing by 10:00 a.m. on Monday. Please insure that your supervisor receives a signed copy and you retain a copy for your records. **It is the employee's responsibility to insure that GoodWork Staffing receives the employee's approved time.**

Employee Name: _____ Position: _____

Employee No: _____ Status: (Returning Next Week?) _____

Company: _____ Supervisor: _____

Time will be rounded to the nearest 15 minute increment.

Date	Start Time	End Time (Unpaid Break)	Start Time (Unpaid Break)	End Time	Total Daily Hours
SAT					
SUN					
MON					
TUES					
WED					
THUR					
FRI					

REGULAR HOURS TOTALS:	
OVERTIME HOURS TOTALS:	
WEEKLY HOURS TOTALS:	

Employee Signature

Date

Supervisor Signature

Date

- White: GoodWork Staffing Copy
- Yellow: Client Copy
- Pink: Employee Copy
- Gold: Payroll Copy

Please make checks payable to:
 Goodwill Industries of the Southern Piedmont
 P.O. BOX 668768
 Charlotte, NC 28266

TERMS-NET ON RECEIPT OF INVOICE

2122 Freedom Drive
 Charlotte, NC 28208
 Phone: 704-332-0358
 FAX: 704-916-1650
www.goodworkstaffing.com

Please review conditions on reverse. Using services of GoodWork Staffing employees is deemed acceptance of these Terms and Conditions.