

AJ Employment Services

WEEKLY TIME SHEETS

Please sign and FAX 480-237-5965 or Email ajtimesheet@yahoo.com

ASAP THANKS

Employee Name _____

Name of Property _____

Week Ending	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday FAX TODAY!	Total Hours
Date								
Time in								
Lunch								
Time out								
Subtotal								Weekly hours
overtime must be authorized								Overtime
Manager /supervisor initial								

PLEASE NOTE:

PAYCHECKS WILL NOT BE RELEASED UNTIL WE RECEIVE AN APPROVED TIME SHEET. SUBMIT YOUR SIGNED TIME SHEET BY THE CLOSE OF EACH FRIDAY, OR YOUR CHECK WILL BE DELAYED.

I hereby certify that the hours shown hereon were worked by me during the week ending designated and were certified by an authorized representative of the customer.

Employee Signature _____

BEING DULY AUTHORIZED ON BEHALF OF THE ABOVE PROPERTY, THE UNDERSIGNED HEREBY CERTIFIES THAT THE ABOVE HOURS ARE CORRECT.

AUTHORIZED SIGNATURE _____ TITLE _____ DATE _____

WILL EMPLOYEE BE RETURNING TO THE PROPERTY YES _____ NO _____

FAX TIME SHEET TO (480)-237-5965 OR EMAIL