

JACKSON

Personnel Agency

(415) 546-4500 *(415) 546-0926 fax

116 NEW MONTGOMERY, #916 ENDING TUESDAY'S DATE

SAN FRANCISCO, CA 94105
TEMPORARY DIVISION

SS NO	IF NEW ADDRESS CHECK HERE
EMPLOYEE NAME	
STREET ADDRESS	
CITY	
STATE	ZIP
I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET	
EMPLOYEE SIGNATURE	
MY TELEPHONE NUMBER AT WORK	

IMPORTANT FOR EMPLOYEE: Write all information clearly to assure prompt processing of your pay. HOURS MUST ALWAYS BE COMPUTED TO NEAREST 15 MINUTES. Use a separate Time Sheet for each week and for each client.

BE SURE TO CALL YOUR COUNSELOR IF YOU ARE NOT RETURNING TO YOUR ASSIGNMENT NEXT WEEK

OVERTIME

Overtime hours must be approved by JPA before you work overtime

PICK UP	<input type="checkbox"/> MAIL CHECK	JOB CONTINUING	AVAILABLE FOR WORK	DATE AVAILABLE
	<input type="checkbox"/> PICK UP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

We understand that this individual is an employee of JACKSON PERSONNEL AGENCY and we agree to contact the agency regarding its fee in the event that we are interested in hiring this person permanently for this position or any other suitable position.

REPORT ALL TIME TO NEAREST 1/4 HOUR						
DATE WORKED	START TIME	LUNCH OUT	LUNCH IN	FINISH TIME	DAILY HOURS	
					REG	OT
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						

TOTAL HOURS FOR WEEK (DO NOT INCLUDE LUNCH HOUR) →

MINIMUM BILLING FOUR (4) HOURS PER DAY

CUSTOMER APPROVAL			TOTAL HOURS
COMPANY NAME			
STREET ADDRESS			
(CITY)	(STATE)	(ZIP)	
BILLING ADDRESS (IF DIFFERENT)		(STREET)	
(CITY)	(STATE)	(ZIP)	
SIGNATURE		TITLE	

					JPA USE ONLY			BILLING			
EMPLOYEE NUMBER	HOURS		RATE	BONUS HOURS	RATE	CUSTOMER NUMBER	HOURS		RATE	OT	
	REG	OT					REG	OT			