



Please use a new timesheet each week. You are paid according to this official record of daily time worked so please be accurate. Incomplete, inaccurate, or illegible time cards may cause your pay to be delayed. Both employee and customer must sign timesheet to ensure payment. Late timesheets received after Tuesday at 9am will not be paid until the following week.

Employee Name		Last 4 of SSN		Worksite Company Name			Week Ending Sunday	
Weekly Time		Start Time		Lunch	Finish Time		Daily Total	
Date	Day	HR	MIN	HR/MIN	HR	MIN	HRS	MINS
/ /	Monday							
/ /	Tuesday							
/ /	Wednesday							
/ /	Thursday							
/ /	Friday							
/ /	Saturday							
/ /	Sunday							

TOTAL WEEKLY TIME (round to 15ths of an hour)		Straight Time		Overtime		
Company Closed = C	Holiday = H	UNSCHEDULED	HRS	MINS	HRS	MINS
Scheduled Day Off = V	Absence = M					

Employee Printed Name	Employee Signature	Date / /
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By signing this timesheet, I agree that I worked the hours shown on this timecard and that no accidents resulting in an injury were sustained while working on this assignment without informing Front Range Staffing within 24 hours. I understand that I am to contact Front Range Staffing immediately if I am to miss any time off from work or if I am not returning. After one day of not calling in for an absence, Front Range Staffing may assume that employee has voluntarily quit and is not returning.

Are you returning to Client worksite? Yes No (If no, why?)

Were you late or absent? Yes No Why were you late or absent?

Customer Representative Name	Customer Signature	Date / /
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By signing this timesheet, I agree that the assigned Front Range Staffing employee whose signature is on this timecard, worked the hours listed on this timecard. I agree that if Client Company desires to hire a Front Range Staffing employee within six months of this date, I agree that all employees of Front Range Staffing must first reach their hourly requirement as listed on Agreement signed by Front Range Staffing and Client Company. I agree that Front Range Staffing has a 4 hour show up pay policy and that Client Company will be charged 4 hours for any work performed under 4 hours unless employee is made to leave or leaves voluntarily.

Was employee late or absent this week Yes No

Was the absence excused? Yes No

Were there any issues that need to be addressed? Yes No (If yes, please explain)

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