Weekly Timesheet: Temporary and Contract Workers

Complete one timesheet per worker, per client assignment, per week. Record actual times, not scheduled times. The client supervisor must approve by [Day, Time] each week for the worker to be paid on the normal payday. Send to [Branch Email / upload link]. Questions: [Branch Phone].

WORKER AND ASSIGNMENT

Worker name

Worker ID

Agency branch

Client company

Worksite / department

Job title on assignment

Assignment or job order number

Client PO or cost center (if required)

Client supervisor name

Week ending date

DAILY HOURS (ONE ROW PER DAY: REPEAT FOR ALL 7 DAYS OF THE WORKWEEK)

Date

Shift

☐ Day ☐ Evening ☐ Night ☐ Weekend ☐ Did not work

Time in

Meal break out

Meal break in

Time out

Rest breaks taken

☐ All breaks taken ☐ Missed or shortened break (explain below)

Total hours worked this day (excluding unpaid meal break)

Paid holiday or sick hours this day (if any)

WEEKLY TOTALS

Total hours worked this week

Regular hours (up to 40, or as state law sets)

Overtime hours (1.5x)

Double-time hours (where state law requires)

Shift differential hours and type

Paid sick leave hours used

Holiday hours

Did you work for any other client of this agency this week?

☐ No ☐ Yes: client name and hours below

Other assignments this week (client and hours)

EXPENSES AND NOTES

Approved expenses or mileage (attach receipts)

Corrections, missed punches, missed breaks or early release (explain)

WORKER CERTIFICATION

☐ I certify these are all the hours I worked this week, including any work before or after my shift. I took my breaks as recorded. I was not asked to work off the clock.

☐ I had no workplace injury this week, or I have reported it to my supervisor and the agency

Worker signature

Date

Date

CLIENT APPROVAL

☐ I approve the hours above as accurate. If I disagree with any entry, I have noted it below and contacted the agency.

Disputed entries and reason

Supervisor name and title

Supervisor signature

Date

Date approved

AGENCY USE ONLY: PAYROLL AND BILLING

Received date and method

Pay rate (regular / OT)

Bill rate (regular / OT)

Hours paid (regular / OT / DT)

Hours billed (regular / OT / DT)

Discrepancy resolved

☐ None ☐ Resolved with worker ☐ Resolved with client ☐ Open: escalated

Payroll batch / invoice number

Processed by

Date processed