

847-699-0399

ALWAYS fill in your assignment number

MANAGED CARE STAFFERS - Staffing Specialists

Assignment Number **1234XYZ**

Last **Martin** First **Dean** Initial **A.**

Client/Company **Jazz Club Hospital**

Address **800 Sinatra Lane**

Round Hours to Nearest 1/4 Hour

First Week Ending Sunday **1/7/00**

	Start Time		Lunch Start		Lunch End		Finish Time		Total Hrs.	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
MON 1/6	8	00	12	00	12	30	4	30	8	00
TUE 1/7	7	30	12	00	1	00	4	30	8	00
WED 1/8	8	00	12	00	1	00	4	30	7	30
THU 1/9	8	30	12	00	1	00	4	30	7	00
FRI 1/10	8	00	12	00	12	30	4	30	8	00
SAT 1/11										0
SUN 1/12										0

TOTAL HOURS FOR THE WEEK **38 30**

Second Week Ending Sunday **1/14/00**

	Start Time		Lunch Start		Lunch End		Finish Time		Total Hrs.	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
MON 1/8	8	00	12	00	12	15	4	30	8	15
TUE 1/9	8	00	12	00	12	15	4	30	8	15
WED 1/10	7	00	"No Lunch"				4	30	9	30
THU 1/11	8	30	12	00	12	15	4	30	7	45
FRI 1/12	8	00	12	00	12	15	4	30	8	15
SAT 1/13										0
SUN 1/14										0

TOTAL HOURS FOR THE WEEK **42 00**

TOTAL REGULAR HOURS FOR TWO WEEKS **78 30**

TOTAL OVERTIME HOURS FOR TWO WEEKS **2 00**

TOTAL HOLIDAY HOURS FOR TWO WEEKS **—**

TOTAL VACATION HOURS FOR TWO WEEKS **—**

Employee Signature Dean A. Martin Date 01/14/00

Client Signature Frank H. Sinatra Date 01/14/00

NOT figure lunch breaks into total hours

Do NOT calculate minutes with fractions

ALWAYS fax time sheet on Friday unless you work weekend hours

weekend hours no later than 10 AM the following Monday.

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Time sheets must be returned with signatures.