

Tri-State Staffing, Inc

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Phone (207)622-0470 Fax (207)622-0489

TIME SHEET

Employee Name: _____ Department: _____

Week Ending: _____ Supervisor: _____

Day	Date MM/DD	Start Time	End Time	Less Lunch Break	Total Hrs.
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly Total:					

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____