



IMPORTANT INFORMATION

1. PRINT CLEARLY IN BLACK OR BLUE INK.
2. OBTAIN APPROPRIATE SIGNATURE APPROVALS.
3. FAX ON FRIDAY TO +852 3653 7366 AND RETAIN SUCCESSFUL CONFIRMATION.



TIME SHEET

Week Ending Date (Friday)
/ /

- CLIENT INFORMATION -

CLIENT COMPANY NAME (PRINT)

REPORT TO

ADDRESS

ADDRESS

CLIENT TELEPHONE NUMBER

- PERSONNEL INFORMATION -

ID NO.

EMPLOYEE'S NAME (PRINT)

I CERTIFY THAT THE DAYS SHOWN ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY ME

SIGNATURE

- CLIENT APPROVAL -

THE TOTAL HOURS AS SHOWN ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL WE ACKNOWLEDGE OUR RECEIPT AND ACCEPTANCE OF THE GENERAL CONDITIONS OF ASSIGNMENT AND THE TERMS OF PAYMENT.

CLIENT SIGNATURE _____ Date _____
(Please do not print)

PRINT NAME _____

TITLE _____

Time worked for one week only. Start with Saturday and end on Friday midnight. Enter time to nearest quarter hour (.00; .25; .50; .75) only

Day	Dates		REGULAR TIME		OVERTIME Time & One-Half		OVERTIME Double Time		GRAND TOTAL DAILY HOURS	
	MONTH	DAY	HOURS	QTR. HR	HOURS	QTR. HR	HOURS	QTR. HR	HOURS	QTR. HR
SAT										
SUN										
MON										
TUE										
WED										
THU										
FRI										
TOTAL TIME			REGULAR		OVERTIME		DOUBLE TIME		GRAND TOTAL	

Job Order Number Provide Job Order ONLY when working on multiple assignments within the same week.

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