



## Global Employment Marketing, LLC

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## TIME SHEET

WEEK OF \_\_\_\_\_

|                             |                            |
|-----------------------------|----------------------------|
| <b>EMPLOYEE NAME:</b>       | <b>EMPLOYER:</b>           |
| <b>DEPARTMENT ASSIGNED:</b> | <b>STATUS OF EMPLOYEE:</b> |
| <b>EMPLOYEE JOB TITLE:</b>  | <b>SUPERVISOR:</b>         |

| DAY                   | START TIME | END TIME | REGULAR | OVERTIME | TOTAL |
|-----------------------|------------|----------|---------|----------|-------|
| MONDAY                |            |          |         |          |       |
| TUESDAY               |            |          |         |          |       |
| WEDNESDAY             |            |          |         |          |       |
| THURSDAY              |            |          |         |          |       |
| FRIDAY                |            |          |         |          |       |
| SATURDAY              |            |          |         |          |       |
| SUNDAY                |            |          |         |          |       |
| <b>WEEKLY TOTALS:</b> |            |          |         |          |       |

|                              |              |
|------------------------------|--------------|
| <b>EMPLOYEE SIGNATURE:</b>   | <b>DATE:</b> |
| <b>SUPERVISOR SIGNATURE:</b> | <b>DATE:</b> |

\*\*\*\* To be paid on Friday Please Fax Time Sheet to GEM no later than Monday\*\*\*\*  
If Time Sheet is not received by 5 pm on Monday, all hours will be paid the following Friday