



# Employee Time Report

Due each Monday by Noon.  
Send by email to:  
timecards@worklinkstaffing.com

EMPLOYEE NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

WEEK ENDING \_\_\_\_\_

*\*record to nearest quarter hour*

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	REGULAR HOURS	OVERTIME HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Regular	Overtime
<b>Total Hours</b>	

APPROVAL: \_\_\_\_\_