



3060 S. Dye Rd.
 Flint, MI 48507
 Phone: 810-659-5500
 Fax: 810-659-3316
 payroll@pmcworks.com

Weekly Timesheet

Company: _____ Supervisor Signature: _____

Please review the timesheet thoroughly. By signing this timesheet you are authorizing that all hours are correct and billable to the office.

Employee: _____ Position: _____

Dates: _____

Day	Time In	Time Out	Time In	Time Out	Total Hrs.
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEKLY TOTAL:					

Employee Signature _____

Timesheets must be submitted no later than 1pm each Monday for payroll processing.

Please Fax or email back timesheet at the end of each assignment. Fax: 810-659-3316/payroll@pmcworks.com
 Remember ONE timesheet per assignment.

Time sheets must be signed by an office supervisor as well as employee. **Keep a copy for your records.**

Thank you!