**WorkDynamX**
**Temporary Employee Time Sheet**

## Temporary EmployEe Time Sheet

**Employee Name:** _____ **Week Ending:** _____

**Company on Assignment with:** _____ **Date Submitted:** _____

**TIMESHEETS MUST BE SUBMITTED BY MONDAY AT 10:00 AM TO TIMESHEETS@WORKDYNAMX.COM.**

**LATE SUBMISSIONS MAY DELAY PAY.**

| | Date | In Time | Lunch Out | Lunch In | Out Time | Notes | Total Hours |
|---|---|---|---|---|---|---|---|
| **Monday** | | | | | | | |
| **Tuesday** | | | | | | | |
| **Wednesday** | | | | | | | |
| **Thursday** | | | | | | | |
| **Friday** | | | | | | | |
| **Saturday** | | | | | | | |
| **Sunday** | | | | | | | |
| **Total Hours** | | | | | | | |

## Employee Attestation & Signature

**I certify that the hours recorded on this timesheet are accurate and complete. I understand that falsifying time is grounds for disciplinary action or termination.**

**Employee Signature:** _____ **Date:** _____

## Supervisor/Client Approval

**Approved by (Print Name):** _____

**Signature:** _____ **Date:** _____

## Important Policies

- Employees are not paid for lunch breaks.
- All time must be recorded to the nearest 15-minute increment.
- Employees are not allowed to work overtime without prior approval from your Supervisor.
- Employees are not compensated for time spent traveling to and from work.
- Employees must record NO LUNCH in the Notes section if a lunch break is not taken.
- Temporary employees do not receive Paid PTO. Only NJ Earned Sick Leave may be used.
- Sick leave hours must NOT be recorded on this timesheet and must be submitted through the Absence Request Form.