

**Employee Time Sheet**

**\*Please send timesheet to 973-306-3346 or timesheets@workdynamx.com\***

**Employee Name:** \_\_\_\_\_ **Week Ending:** \_\_\_\_\_

**Company on Assignment with:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

	Date	In Time	Lunch Break Out Time	Lunch Break in Time	Out Time	Total Hrs.
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**Total weekly hours:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

- Employees are not compensated for time traveling to and from work.
- Employees are not paid for Lunch
- Employees are not allowed to work overtime without prior approval from your Supervisor.
- Employees are responsible for their own time.
- Failure of the employee to submit a timesheet when required or submitting a fraudulent timesheet may result in disciplinary action or termination.
- If your timesheet is not received by 10am on Monday of each week, you may not be paid on the normal billing cycle.