

Vanguard Professional Staffing Time Sheet

1/10

Employee Name: _____ Week of: _____

Agency where you are placed: _____

DAY	DATE	TIME IN	TIME OUT	LUNCH BREAK	OTHER TIME IN/OUT (designate)	TOTAL HOURS WORKED
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						
TOTAL HOURS FOR THE WEEK						

I certify that the hours shown here are correct and authorize payment based on this time sheet.

Employee's signature

Date

Daytime Phone

Supervisor's signature

Date

Phone

IMPORTANT!

- 1) Complete entire time sheet, including agency placed and current phone number where you can be reached during the day for any problems.
- 2) Double-check for accuracy, then **Fax to 252-265-9024 on FRIDAY of each week with NO cover sheet.** Retain copies for employee and agency records.

(Additional instructions on the back.)