



GUIDANCE & PRODUCTIVITY STAFFING SOLUTIONS SERVICES LLC

3310 Nostrand Ave Apt 412 Brooklyn NY 11229 | (646) 610-1412

BI-WEEKLY TIMESHEET

EMPLOYEE NAME				TITLE	TEMP DSP
PAY PERIOD START		PAY PERIOD END		EMPLOYEE ID	
JOB LOCATION*					

***SUBMIT SEPARATE TIMESHEETS FOR EACH JOB LOCATION**

WEEK 1					
DAY	DATE	START TIME	END TIME	TOTAL HOURS WORKED	NOTES
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
WEEK 1 TOTAL					

WEEK 2					
DAY	DATE	START TIME	END TIME	TOTAL HOURS WORKED	NOTES
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
WEEK 2 TOTAL					

EMPLOYEE SIGNATURE				DATE	
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PROGRAM APPROVAL SIGNATURE				DATE	
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