



Phone 208.908.6080 Boise
Phone 208.524.3634 Idaho Falls

Fax 1.877.854.9612

TIMESHEETS ARE DUE MONDAY **BY 8 AM**, FOR PREVIOUS WORK WEEK. TIMESHEETS NOT RECEIVED BY NOON WILL BE PROCESSED THE NEXT WEEK.

Name: _____ Floor Worked: _____
 Facility: _____
 Shift worked: _____
 Charge? Yes or No _____

Date	Start Time	Lunch	End Time	Total Hours	Overtime Hrs.

Employee Signature: _____ Date: _____

Client Signature: _____ Date: _____

Original: Facility

Yellow: Employee



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