



713 S Main Street  
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# Timesheet

COMPANY NAME \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

WEEK ENDING \_\_\_\_\_

Timesheets must be turned in or faxed no later than 10:00 am Monday.

DATE	DAY	TIME IN	OUT FOR LUNCH	IN FROM LUNCH	TIME OUT	TOTAL TIME
<b>TOTAL HOURS:</b>						

EMPLOYEE SIGNATURE \_\_\_\_\_

By signing this time sheet, I am stating that I have NOT had any injuries on the job during these hours.

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## INSTRUCTIONS

- Use a separate timesheet for each assignment and for each week's work.
- Timesheet must be filled out completely.
- If you are not scheduled to work a certain day, please write "OFF" in that day's column.
- If you were scheduled to work, but did not work, please write "OFF" in that day's column.
- Make sure your name and the name of the company you are working for is on the timesheet.
- WE MUST HAVE BOTH YOUR SIGNATURE AND YOUR SUPERVISOR'S SIGNATURE.
- It is your responsibility to ensure time is received at QES.

QES Staff Use Only  
 Hours Reviewed