



EmployMe NOW
STAFFING

Phone: 214-505-0274
Fax: 1-800-783-2952
Email:
payroll@employemenowstaffing.com

Employee Name: _____
Social Security Number: _____
Company Name: _____
Week Ending Date (Sunday) _____
Returning? (Y/N) _____

*I understand I am supposed to contact EmployMe Now Staffing within 24 hours after leaving an assignment.
Failure to do so may affect my unemployment benefits.*

EmployeMe Now Staffing

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Time In							
Lunch out							
Lunch In							
Time Out							
Total Hours							

Total Straight time		Time is rounded to nearest quarter hour
Total Over time		
Total Time		

Employee Signature _____ Date _____
Authorized Signature _____ Date _____

Client: Please do not sign if hours are not totaled. Client approval indicates acceptance of hours.