

Strategic Talent Weekly Time Sheet

Employee Name: _____

Client: _____

Week Starting: ____/____/____

Week Ending: ____/____/____

Hours Worked

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total

Round-off hours worked to the nearest 0.25 hour

Employee Signature: _____

Date: _____

Authorized Employer Signature: _____

Date: _____

Note: Signed time sheet must be emailed to sappleton@strategictalentboston.com or faxed to *Strategic Talent* at 978-851-1272 on the last day of your work week or no later than the following Monday at 10:00 a.m. Failure to get your timesheet into *Strategic Talent* by the Monday 10:00 a.m. deadline may result in up to one weeks delay in receipt of your paycheck.