



NAME OF CLIENT _____

HOURLY TIMESHEET

Name _____

Pay Period Start
(The 1st or the 16th)

Pay Period End
(The 15th or the EOM)

	Date	Day	First Half or All Day if No Break is Taken		Second Half of Day		Regular (0-8 Hrs)	Overtime* (8-12 Hrs)	Double Time* (>12 Hrs)	California Total
			Time In	Time Out	Time In	Time Out				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										

* Always obtain manager approval before working overtime.

Place an "x" in this box if this is your last timesheet.

P

Comments:

Employee signature _____

Telephone _____

Client Approval _____

Telephone _____

Approver: once approved - email timesheet to joel@lookoutsource.com or fax to 408-733-4791. If you have any questions or would like this form in an Excel format, email or call 408-733-4790.



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(The 15th or the EOM)

	Date	Day	First Half or All Day if No Break is Taken		Second Half of Day		Regular (0-12 Hrs)	Overtime* (>12 Hrs)	Colorado Total
			Time In	Time Out	Time In	Time Out			
1									
2									
3									
4									
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17									
18									
19									

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Name _____

Pay Period Start
(The 1st or the 16th)

Pay Period End
(The 15th or the EOM)

	Date	Day	First Half or All Day if No Break is Taken		Second Half of Day		Regular	Overtime* (>40 Hrs)	Timesheet Total
			Time In	Time Out	Time In	Time Out			
1									
2									
3									
4									
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16									
17									
18									
19									

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