



## Steel Toe Staffing

5190 Calhoun Memorial Hwy., Suite E

Easley, SC 29640

Phone 864-442-6566 Fax 864-442-6145

**\*\*TIME SHEETS ARE DUE MONDAY BY 3PM\*\***

[Rosey@steeltoestaffing.com](mailto:Rosey@steeltoestaffing.com)

# TIME SHEET

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Status: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
<b>Weekly Totals</b>					

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_