



Outstaffing, Inc.

Outstaffing, Inc.
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Chatham, VA. 24531

(888) 688-7823 (o)

Outstaffing: The Smart Alternative!
www.outstaffing.com

(877) 688-7823 (fax)

BI-WEEKLY TIME REPORT

Employee Name: _____

Week One Ending Date (Saturday): _____

ALL TIMES MUST BE REPORTED IN QUARTER HOUR INCRIMENTS

	IN	LUNCH OUT	LUNCH IN	OUT	TOTAL	OT TOTAL*
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours						
Bonus Amount (if applicable)					\$	

*Note: Overtime Hours Apply Only To Eligible Employees

Week Two Ending Date (Saturday): _____

	IN	LUNCH OUT	LUNCH IN	OUT	TOTAL	OT TOTAL*
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Total Hours						
Bonus Amount (if applicable)					\$	

*Note: Overtime Hours Apply Only To Eligible Employees

E-MAIL (payroll@outstaffing.com) OR FAX (877-688-7823)

BY 11:00 a.m. THE MONDAY BEFORE PAYDAY

Failure to follow this procedure could result in a delay in receiving your paycheck

Employee Name/Signature

I acknowledge that I have worked the above hours
under the direction of my supervisor.

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Authorized Supervisor Name/Signature

The above named employee has performed
under my direction to my satisfaction.