



Outstaffing, Inc.

Outstaffing, Inc.
25 Lanier Avenue
Chatham, VA. 24531

(888) 688-7823 (o)

Outstaffing: The Smart Alternative!

(877) 688-7823 (fax)

Bi-Weekly Time Report

Name: _____ Phone Number: _____

Week Ending Date (Saturday): _____

Project	SUN	MON	TUE	WED	THUR	FRI	SAT	Regular	Overtime Total*	
								Total Hours		
								Bonus Amount (if applicable)		\$

Week Ending Date (Saturday): _____

Project	SUN	MON	TUE	WED	THUR	FRI	SAT	Regular	Overtime Total*	
								Total Hours		
								Bonus Amount (if applicable)		\$

*Note: Overtime Hours apply only to those employees who are eligible.

**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 your paycheck

Employee Name/Signature

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

Authorized Supervisor Name/Signature

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