



Outstaffing, Inc.

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

(888) 688-7823 (o)

Outstaffing: The Smart Alternative!

(877) 688-7823 (fax)

Weekly Time Report

Name: _____

Phone: _____

Client: _____

Contract #: _____

Week Ending Date (Saturday): _____

Project	SUN	MON	TUE	WED	THUR	FRI	SAT	Regular	OT Total*
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 (866-688-7823) by 11:00 a.m. Every Monday
Failure to follow this policy could create a delay in receiving your paycheck.

Employee Name/Signature

Authorized Supervisor Name/Signature

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

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