

Sci -Tek Staffing

575 Lincoln Ave suite #345
Napa, CA 94558
phone(707) 255-2747

FAX TO: (707) 251-9277

Sci-Tek Staffing Timesheet

Employee

Name _____ Phone # _____
Company _____ Department _____
Supervisor _____

Pay Period

From _____
To _____

IMPORTANT: please record daily hours to the nearest .25 hour

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Reg. Hours	O.T. Hours	Total Hours
MONDAY								
TUES.								
WED.								
THURS.								
FRIDAY								
SAT.								
SUN.								
TOTAL								

Supervisors Signature: _____ Date: _____

By signing this time sheet, I agree to abide by the Terms and Conditions set forth by Sci-Tek Staffing.
I agree to pay the total hours above.

Employees Signature: _____ Date: _____

I certify that I have worked the hours indicated, and that no injuries were suffered.

PLEASE FAX TIMESHEET NO LATER THAN 6:00 MONDAY TO (707) 251-9277
For address changes, Direct Deposit sign-up, or any other questions please call (707) 255-2747