

AJ Employment Services Weekly Timesheets

Please sign and FAX 480-237-5965 or Email **timesheets@aj-employment.com**

PAYCHECKS WILL NOT BE RELEASED UNTIL WE RECEIVE AN APPROVED TIME SHEET. SUBMIT YOUR SIGNED TIME SHEET BY THE CLOSE OF EACH FRIDAY, OR YOUR CHECK WILL BE DELAYED.

Name of property: _____ Employee Name: _____

Week Ending	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday FAX TODAY!	Total Hours
Date								
Time in								
Lunch								
Time out								
Subtotal								Weekly hours
overtime must be authorized								Overtime
Manager /supervisor initial								

I hereby certify that the hours shown hereon were worked by me during the week ending designated and were certified by an authorized representative of the customer.

Employee Signature _____

BEING DULY AUTHORIZED ON BEHALF OF THE ABOVE PROPERTY, THE UNDERSIGNED HEREBY CERTIFIES THAT THE ABOVE HOURS ARE CORRECT.

AUTHORIZED SIGNATURE _____ TITLE _____ DATE _____

WILL EMPLOYEE BE RETURNING TO THE PROPERTY YES _____ NO _____

OFFICE NOTES (WE VALUE YOUR OPINION)
