



DAY TEMPORARY, Inc.

A division of Dorothy Day Personnel of Michigan, Inc.

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Troy, Michigan 48084
(248) 649-6797 • Fax (248) 649-2496
www.daypersonnel.com

COMPANY NAME _____

ADDRESS _____

CITY _____

REPORT TO _____ TIME _____

WEEK ENDING SUNDAY			COMPANY NAME/DIVISION			
EMPLOYEE CONTACT PHONE NUMBER			JOB TITLE			
SOCIAL SECURITY NUMBER			HOLD MY CHECK OR <input type="checkbox"/>			
			MAIL MY CHECK <input type="checkbox"/>			
PRINT EMPLOYEE NAME			AVAILABLE FOR WORK? YES <input type="checkbox"/>			
			NO <input type="checkbox"/>			
			WHEN AVAILABLE?			

I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the Customer.

EMPLOYEE SIGNATURE
X

DAY	DATE	HOURS (TO NEAREST 1/4 HOUR)				
		START	FINISH	LESS LUNCH	REG. HOURS	O.T. HOURS
MON						
TUES						
WED						
THURS						
FRI						
SAT						
SUN						

FAX OR MAIL SIGNED TIME SHEETS TO TROY OFFICE

REG. HOURS		OVERTIME	
HRS	MIN	HRS	MIN

CUSTOMER PLEASE NOTE:	TOTAL HOURS TO NEAREST QUARTER
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CLIENT: BY YOUR SIGNATURE CUSTOMER CERTIFIES THAT: HOURS SHOWN ARE CORRECT; WORK WAS DONE SATISFACTORILY; AND THAT CUSTOMER AGREES TO THE TERMS AND CONDITIONS ON THE CUSTOMER COPY.

CUSTOMER	DEPT.
AUTHORIZED SIGNATURE	TITLE
X	

IS THE EMPLOYEE CONTINUING THIS ASSIGNMENT? YES NO

EQUAL OPPORTUNITY EMPLOYER

White-Day Office • Yellow-Day Payroll • Pink-Employee