



Employee Name: _____

Customer Name: _____

Week Ending: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In							
Lunch							
Time Out							
Overtime							
Total Daily Hours							

Total Weekly Hours: _____

I herby certify all hours above are true and valid. Sea Coast Staffing, Inc. has a 480-hour policy. Employees may not accept employment with client outside the original assignment for 90 days after the assignment is complete. If employee is hired outside of these terms, a direct hire fee of 20% of the employee's annual salary will be charged to client. Payment for the above hours are due upon receipt of invoice.

Employee Signature

Date

Client Signature

Date

Office: 910-791-3000

Fax: 910-791-3405

Email: payroll@seacoaststaffinginc.com

***Timesheets must be submitted to Sea Coast Staffing, Inc. on Mondays by 5:00 pm!
Office hours: 8:30 AM- 5:00 PM**



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