

AEES Employee Timesheet



Alvarez Elite Electrical Services LLC

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 540.628.5083 [field phone]
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Employee Name: _____

Employee Phone: _____

Week of: _____

Date:	Day of the Week:	Clock Out Time:	Clock In Time:	Total Hours:	Job Site/Project:
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Total Weekly Hours: _____

Instructions:

Timesheets are to be submitted to the front office on each Friday to ensure timely payroll.
 Payment is biweekly and received via Direct Deposit unless other arrangements are made with your supervisor.
 Work performed on Saturdays or Sundays are applied to the following pay period.

Submit timesheets to: 540.990.5116 (text) or r.daquila@alvarezelitellc.com (email).