



CINQ Recruitment Weekly Timesheet

Work Location:																
Employee Name:																
Week Ending:																
	----- Hours Worked -----															
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		TOTAL HRS.	
Charge Number or Code Below	Reg.	OT.	Reg.	OT.	Reg.	OT.	Reg.	OT.	Reg.	OT.	Reg.	OT.	Reg.	OT.	Reg.	OT.
TOTAL DAILY HRS WORKED:																

TOTAL REGULAR HOURS:		OT HOURS:	
Manager Signature:		Date:	
Employee Signature:		Date:	
Client signature certifies that hours stated are correct and the work was performed to satisfaction.			