

EMPLOYEE TIME SHEET

Sunflower Staffing, LLC

Phone: 620-617-9182

Email: ceo@sunflowerstaffingllc.com

Date	Facility Name	Time In AM/PM	Break	Time Out AM/PM	Position Worked	Total Hours	Mileage	Supervisor Signature
Sun								
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								

My signature certifies that the hours above represent the total hours worked and they were verified by the facility or an Authorized Supervisor. I also understand that I leave a copy of this time sheet with the facility after my shift and that I need to have this time sheet scanned and emailed to Sunflower Staffing, LLC by 8:00 AM on Monday mornings or I will not be paid until the following week.

EMPLOYEE SIGNATURE _____

**By execution of this timesheet, the client certifies that the above hours worked are correct and agrees to pay for services provided by above mentioned Sunflower Staffing, LLC employee.