

Employee name:					Job site location (company):		
Supervisor's name:					Payroll week-ending date: (always a Sunday)		
Day	Date	Mileage?	Time in	Time out	Time in	Time out	Daily total
Monday		☐					
Tuesday		☐					
Wednesday		☐					
Thursday		☐					
Friday		☐					
Saturday		☐					
Sunday		☐					
Total regular hours							
I hereby certify that I am authorized to sign this timesheet and the total hours listed are correct as stated.					I hereby certify that the hours shown were worked by me during the weekending shown.		
Supervisor's signature:					Employee's signature:		

Deadline Timesheets are due **weekly**, no later than **Monday by 5:00 p.m.** following the week worked.

How to Submit

Choose **one** of the following options:

1. Email

Take a picture of the completed timesheet or scan it and email it to payroll@careerconnections.info. We will reply to confirm receipt.

2. Drop Off

Deliver the timesheet to our Gallipolis office:
334 Second Avenue
Monday–Friday, 8:00 a.m. to 4:00 p.m.

3. Supervisor Call-In (only if the above options are not possible)

The **site supervisor**—not the employee—may verbally report hours by calling 740-594-4941 (Monday–Friday, 8:00 a.m. to 4:00 p.m.).

Please Note: Due to past issues with reliability, **we no longer accept timesheets via text message.**

Checklist Before Submitting

- All fields on the timesheet must be completed. Incomplete timesheets will be returned for correction and may delay processing.
- All clock-in and clock-out times must include **AM/PM** indicators.
- Both the **employee** and **supervisor** signatures must be present.
- Daily and weekly **total hours** must be calculated. These totals help us verify that our payroll entry matches your expectations.