

Personnel Management Solutions, Inc.

Your Human Resource Resource

Fax (248) 269-8364 Phone (248) 269-5600

Week Beginning: _____ Employee: _____

Employee Address: _____

Employee Phone # _____ Social Security # _____

The employee agrees that the hours specified on this form are correct and that no injuries or Harassment of any form occurred during this assignment.

Employee Signature: _____ Date: _____

Client Name: _____

Client Address: _____

The client agrees the hours specified on this form are correct and that no injuries or Harassment of any form occurred during this assignment.

Client Signature: _____ Date: _____

Date	Day	Time In	Time Out	Less Break Time	Less Lunch Time	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
Total:						

****All timesheets are due in Troy office by Monday at 12:00 pm****

Timesheets may be faxed to (248)269-8364 or emailed to Marissag@pmsirecruiting.com

Please round all hours to the nearest .25 hour - Example: 8:15 = 8.25 hours

Example: 8:30 = 8.50 hours 8:45 = 8.75 hours