



Southern Crescent Personnel, Inc  
 7179 Jonesboro Rd Suite 101  
 Morrow, GA 30260

**FAX SIGNED TIME SHEETS TO TAMIKA NOEL, CONTRACT MANAGER @ 770-968-4606  
 NLT MONDAY FOLLOWING THE PAYPERIOD END DATE  
 (SEE PAYROLL SCHEDULE)**

## TIME SHEET

Employee: \_\_\_\_\_ Pay Period: From \_\_\_\_\_ to \_\_\_\_\_

Site: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_

	SUN	MON	TU	WED	THU	FRI	SAT	SUN	MON	TU	WED	THU	FRI	SAT
DATE														
Time IN														
Lunch														
Time OUT														
Hours Worked														
HOLIDAY														
PTO (Sick/Vac)														
LWOP														
Administrative														
Jury Duty														
<b>TOTAL HOURS</b>														

Hours Worked: \_\_\_\_\_

Holiday Hours: \_\_\_\_\_

PTO (Sick/Vac): \_\_\_\_\_

LWOP: \_\_\_\_\_

Administrative: \_\_\_\_\_

Jury Duty: \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_