



Legal
Corporate
Entertainment
Accounting
Tech

TEMPORARY EMPLOYEE TIMESHEET

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LOS ANGELES, CA 90067

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• **E mail:** payroll@hireoptions.com

WEEK ENDING: _____

PICKUP CENTURY CITY MAIL

	DATE	TIME-IN	(BEGIN BREAK) TIME-OUT	(END BREAK) TIME-IN	TIME-OUT	REGULAR HOURS	OVER TIME	DOUBLE TIME
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
* Please round times to the nearest quarter hour *						TOTAL HOURS FOR THE WEEK:		

CANDIDATE NAME: _____

CLIENT: _____

CANDIDATE SIGNATURE: _____

WORK PERFORMED FOR: _____

LAST FOUR DIGITS OF SSN: _____

APPROVED BY: _____

The above signature constitutes acceptance of the work performed and authorizes Hire Options, Inc. to bill client for hours accepted.