



Weekly Timesheet must be submitted before 11:00am on Mondays.

For all attendance issues (Tardiness, or absence) please contact Ctrust Staffing as soon as possible at 559-802-3661

Work Week:	Supervisor:	Title:
Employee name:	Authorized Supervisor Signature:	
Company Name:	Authorized Supervisors Contact Number:	
(By signing your name above, you are indicating that the hours shown are true, accurate and represent the correct total hours worked for the week.)		

DAY	Start Time	Lunch Start	Lunch End	End Time	Vacation/ Sick leave	Regular Hours	Overtime hours	Total Hours Worked
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
				TOTAL HOURS ->				

Employee Signature:	Last number of SSN:
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(By signing your name above, you are indicating that the hours shown are true, accurate and represent the correct total hours worked for the week.)

Terms & Conditions

To Customer: By submission of this form the customer certifies that all injuries that were suffered have been reported to a Ctrust Staffing. Customer acknowledges & agrees that Ctrust Staffing provides employees that are under the customers direct supervision, thus Ctrust Staffing has no control over quantity, quality or production of work performed by Ctrust Staffing employees. Customer understands in the event of discrepancies or challenges, its sole remedy is to direct employee(s) to return to Ctrust Staffing as the day is done and contact a Ctrust Staffing representative immediately for resolution and/or employee replacement. Accordingly, the customer agrees to assume complete responsibility, and agrees to indemnify & hold harmless Ctrust Staffing, all its officers, directors, and employees for any property and liability losses or claims that result from a Ctrust Staffing employee. Customer agrees not to engage in, nor permit any agency of customer, vendor, contactor or other third-party at customers worksite to engage in, any practice that constitutes sexual harassment or other illegal harassment of Ctrust Staffing employees. The customer will promptly notify Ctrust Staffing in the event there is any material change in the terms and conditions of an employee's temporary employment or job duties with the customer. The customer acknowledges and agrees that a facsimile or pictured copy sent via text of this timecard will be accepted and serves both parties with the same weight as the original. **Past due Accounts:** In the event collection action is initiated by Ctrust Staffing to collect such debt, or any portion thereof, customer agrees to pay any additional sums including, but not limited to collection cost, interest and attorney fees.