



HUMAN RESOURCE SERVICES

GROUP TIME SHEET

MOBILE: P.O. Box 160947, Mobile, AL 36616 - (251) 476-4080 PH; (251) 476-4091 FX
FAIRHOPE: 22811 U.S. Hwy. 98, Fairhope, AL 36532 - (251) 928-3422 PH; (251) 943-8738 FX
FOLEY: 123 W. Camphor Ave., Foley, AL 36535 - (251) 943-8725 PH; (251) 943-8738 FX
Email: Payroll@LongsHRS.com

WEEK ENDING - DATE: _____ / _____ / _____

COMPANY NAME _____

DIVISION / DEPARTMENT _____ REFERENCE or PO# _____

WORKSITE / LOCATION _____

TIME IS DUE EACH MONDAY BY 10:30 AM • CROSS OUT DAYS NOT WORKED – ENTER TIME USING NEAREST QUARTER HOUR (FOR EXAMPLE: 9:00; 2:30; 4:45; 6:15) – 4 HOURS MINIMUM PER EMPLOYEE PER DAY

PRINT: FIRST NAME, M.I., LAST NAME		SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS
		DATE:	DATE:	DATE:	DATE:	DATE:	DATE:	DATE:		
NAME	TIME IN									
	TIME OUT									
SS# X X X - X X - _ _ _ _ _	LESS LUNCH									
JOB TITLE	TOTAL DAILY HOURS									
NAME	TIME IN									
	TIME OUT									
SS# X X X - X X - _ _ _ _ _	LESS LUNCH									
JOB TITLE	TOTAL DAILY HOURS									
NAME	TIME IN									
	TIME OUT									
SS# X X X - X X - _ _ _ _ _	LESS LUNCH									
JOB TITLE	TOTAL DAILY HOURS									
NAME	TIME IN									
	TIME OUT									
SS# X X X - X X - _ _ _ _ _	LESS LUNCH									
JOB TITLE	TOTAL DAILY HOURS									
NAME	TIME IN									
	TIME OUT									
SS# X X X - X X - _ _ _ _ _	LESS LUNCH									
JOB TITLE	TOTAL DAILY HOURS									
NAME	TIME IN									
	TIME OUT									
SS# X X X - X X - _ _ _ _ _	LESS LUNCH									
JOB TITLE	TOTAL DAILY HOURS									

CLIENT COMPANY: Execution of this time sheet certifies that the total number of hours indicated is correct.

TOTAL HOURS

AUTHORIZING SIGNATURE: _____ NAME and TITLE (please print): _____