



Fax (216) 251-9671  
 Phone: 216-251-9560 x14  
 email: payroll@gtrjobs.com

Company Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Week Beginning \_\_\_\_\_ Week Ending \_\_\_\_\_

DAY OF WEEK	Time In	Lunch	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Client Signature \_\_\_\_\_

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