GenuineIT
making IT happen

GIT

Employee's Name:

(Please print) (First)   (Last)

Client: **Location:**

Time Sheet For the Week Starting   FROM_____   TO_____

LINE	Project Description	DATE Code	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1									
2									
3									
4									
5									
6		*TOTAL BILLABLE HOURS ONLY(Lines 1-5):*							
7		**Sick Leave**							
8		**Paid Vacation**							
9		**Holiday**							
10		**Other**							
		TOTAL PAYABLE HOURS (Lines 6-11)							

Employee's Signature: _____   **Date:** _____   **Phone Number:**_____

Supervisor Signature:_____   **Date:**_____

PROCEDURE: #Please use name as on **Social Security Card** only
   # Please get project managers signature only if you are at GIT's end client project
   # Please total all daily and weekly billable hours
   # Please use one time sheet for each client.
   # Please send time sheets on a weekly basis every Monday for the previous week.
   # Please ensure that the billable hours on the GIT time sheet matches the billable hours on client's timesheet.
    Any discrepancy will result in delay in your payroll.

Please fax your time sheet every Monday, only to the timesheet Fax # 281-605-5969 or email to time@genuineitllc.com