Kelfas Services

TIMESHEET

EMPLOYEE NAME:[1] _____

EMPLOYEE SSN:[2] _____

LOCATION:[3] _____

STARTING DATE:[4] _____

ENDING DATE:[5] _____

JOB TITLE:[6] _____

TYPE OF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		TOTAL
HRS.	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	HOURS[15]
SHIFTS																	
TIME IN[7]																	
LUNCH-OUT[8]																	
LUNCH-IN[9]																	
TIME OUT[10]																	
TOTAL HOURS[11]																	
VACATION[12]																	
HOLIDAY[13]																	
SICK LEAVE[14]																	
TOTAL HOURS																	

TOTAL BILLABLE HOURS

Comments _____

EMPLOYEE SIGNATURE[16] _____

Overtime is not permitted unless authorized by the government

APPROVED[17]

1. Enter your full name
2. Will be provided by Kelfas
3. Enter your work location
4. Enter the Pay Period Start Date
5. Enter the Pay Period End Date
6. Enter your Title/Position
7. Enter you time in
8. Enter your time out for lunch
9. Enter your time returning from lunch
10. Enter you time leaving for the day
11. Add the number of hours worked
12. in the day and the total. This MUST be
13. performed daily
14. Record the number of hours used for Paid Time Off (PTO) for that day
    Record the number of hours used for Federal Holiday leave if not worked
15. Record the number of hours used for sick leave.
16. At the end of the week, add Total Hours across and enter a total. Add the total hours for the week in each of the rows to calculate the total hours for the week. The sum of all entries in the Total Hours column must equal the sum of all entries in the Total Hours row.
17. Sign your timesheet before submittal to your supervisor for approval. You must not sign your timesheet prior to the end of the pay period unless you have a scheduled absence.

    In that case you may complete and sign in advance turn it into the designated government supervisor for signature prior to submission to Kelfas