



Phone: (989) 607-9329

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NAME _____ ORGANIZATION _____

DATE	UNIT OR POSITION	START TIME	END TIME	REGULAR HOURS	ON CALL HOURS	OT HOURS	NO LUNCH	SUPERVISOR SIGNATURE	COMMENTS

Signature of Employee _____

Use PTO. Number of hours _____

CORE Staffing must receive timesheets by Sunday at midnight. Only one organization per timesheet.
If you didn't take a lunch, have the supervisor initial the "no lunch" box.

Purchase/Bank PTO. Number of hours _____

Must be in whole numbers. Purchased time cannot be used the same week it is purchased.