



Global Contract Professionals, Inc.
 4000 Sandshell Drive
 Fort Worth, TX 76137
 Attn: Payroll
 Phone: 1-800-942-2376
 Fax: (817) 232-5861

Weekly time sheet

Employee Name: _____ W/E Date: _____
 Last 4 digits of SSN: _____ Company Name: _____
 Phone # you can be reached at: _____

PAYWEEK IS MONDAY TO SUNDAY

Date	Start time	End time	Less lunch	Regular hrs.	Overtime hrs.
<i>Weekly totals</i>					

Employee signature: _____ Date: _____

*Print Supervisor Name: _____ Date: _____

*Supervisor signature: _____ Date: _____

*If timesheet is not signed – it will not be paid

****To be paid on Friday - Please fax SIGNED timesheet to 817-232-5861 or email to timesheets@teamglobal.com no later than Monday**
Please advise, if timesheet in not received by end of Day on Monday all hours will be paid the following Friday