



Global Technical Services, 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: GCP  
Phone # you can be reached at: \_\_\_\_\_

***PAYWEEK IS MONDAY TO SUNDAY***

<i>Date</i>	<i>Start time</i>	<i>End time</i>	<i>Less lunch</i>	<i>Regular hrs.</i>	<i>Overtime hrs.</i>
<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](mailto: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**