



Global Technical Services, Inc.  
3455 NE Loop 820  
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: TeamGlobal  
Phone # you can be reached at: \_\_\_\_\_

### PAYWEEK IS MONDAY TO SUNDAY

Date	Start time	End time	Less lunch	Regular hrs.	Overtime hrs.
Weekly totals					

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 is not received by end of Day on Monday all hours will be paid the following Friday**