



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: GCP  
 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](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**