

Time Sheet



phone (518) 280-8932
fax (518) 280-8932
address P.O. Box 12593
 Albany, NY 12212

Fax completed timesheets to Breathe Easy Staffing Solutions, LLC fax (518) 280-8932.

Employee Information

Full Name _____ Title _____
First M.I. Last

Address _____
Street Address Apartment / Unit #

City State ZIP Code

Social Security Number ____ - ____ - ____ Employee Hourly Rate _____

Office Name _____

Time Sheet

Date	Start Time	End Time	Lunch	Total Hours
Weekly Totals:				

Please photocopy this form for all parties involved and fax or e-mail the completed time sheet to Breathe Easy Staffing Solutions.

By signing this form the employee and employer agree to the total number of hours worked by the employee. Breathe Easy Staffing Solutions will be due the total number of hours worked by the employee multiplied by \$6.50. This fee is due at the end of each week the employee is at your office. All fees over 30 days past due will be subject to a 3% finance charge per month.

Employee Signature

Date

Supervisor Signature

Date

Thank you for using Breathe Easy Staffing Solutions.