

Central Dispatch Staffing Co

101 N Pinetta Drive # 36503
N Chesterfield Virginia 23225
www.cdshelps.com



W/E Date: _____
Branch: _____
4 Digit ID: _____
Reg. Hrs: _____
O.T.: _____

Fax time sheets to: (804) 250-4643 Email: cs@cdshelps.com
Attention Payroll

Total Hours: _____

*****Timesheet(s) are due every Monday on or before 11:00am***

Weekly Time Sheet

Contractor or Employee Name	
Client Company Name	
Week Ending	

Area or location work was performed/ Lane:
--

DATE	WORK DAYS	START	LUNCH	END	HOURS
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

ROUND TO THE NEAREST QUARTER HOUR

Regular Hours

Employee Signature: _____ Date: _____

Client Signature: _____ Date: _____

Client Agreement:

It is understood that the individual signing this time sheet is an authorized representative of the client company and hereby certifies that the hour(s) and date(s) are correct and the all work performed was satisfactory.

Central Dispatch Staffing Co will not honor this timesheet unless signed by Client

Comments: _____

LATE TIMESHEETS WILL BE PROCESS FOR FOLLOWING PAYROLL WEEK