

TIME SHEET

Your Time Sheet is **Due by 11:15AM on Monday**

TO: Banka General

TEL: 978-391-4210

RETURN BY FAX: 978-391-4210

Or

RETURN BY EMAIL: PayMe@BankaGeneral.com

NAME (Please Print): _____
First Last

WEEK OF SUNDAY: _____ THROUGH SATURDAY: _____

DATE	TIME IN	MEAL OUT	MEAL IN	FINISH TIME	TOTAL HOURS WORKED
TOTAL HOURS WORKED:					

Client/Company's Name: _____

Client's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

**CLIENT's signature on this time sheet certifies that the reported hours are correct.*

****Time Sheets can be downloaded from our website,**

www.BankaGeneral.com →→ For Candidate → Documents