

# City Corporate Staffing, LLC

31 West 34th Street , Suite 7093, New York, NY 10001

212-994-3277

Week Ending Sunday \_\_\_\_/\_\_\_\_/\_\_\_\_

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH AT LEAST 1/2 HOUR	TOTAL STRAIGHT TIME
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS WORKED TO NEAREST 1/4 HOUR					
TOTAL OVERTIME HOURS					
BY LAW, OVERTIME IS PAID OVER 40 HOURS					

EMPLOYEE NAME  
PLEASE PRINT \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

EMPLOYEE PLEASE CHECK STATUS      CONTINUING      COMPLETED      AVAILABLE

FIRM NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ SUPERVISOR EMAIL OR PHONE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

IMPORTANT FOR CLIENT: Signing of this form by the client certifies the total hours listed are correct as stated and agreed by the client.