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**Employee's Weekly Time Record**

Please print

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_

Manager Name: \_\_\_\_\_

Manager Phone: ( ) \_\_\_\_\_

Week ending: \_\_\_\_\_ / \_\_\_\_\_ / 2005

Day	Date	In	Out	In	Out	Regular	Overtime	Total	
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total(s)									

*From the week ending date when time sheets are signed, customer agrees to pay the billing rate times the number of hours that each temporary has worked. Amount shall be invoiced by and immediately payable to IT Resource Market / STAT Placement.*

Employee signature: \_\_\_\_\_

Manager signature: \_\_\_\_\_

*Please use the conversion chart below when figuring fractions of hours.*

5 Minutes = .08	20 Minutes = .33	35 Minutes = .58	50 Minutes = .83
10 Minutes = .17	25 Minutes = .42	40 Minutes = .67	55 Minutes = .92
15 Minutes = .25	30 Minutes = .50	45 Minutes = .75	