



A Division of ITRM

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Employee's Weekly Time Record

Please print

Employee Name: _____

Company Name: _____

Contact Phone Number: _____

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	