



TIME SHEET

ReSet Staffing

Douglas Building, Suite 310
 209 S. 19th Street
 Omaha, NE 68102
 402-932-1787 – Office
 402-939-0349 – Fax

TIMESHEETS ARE DUE BY MIDNIGHT ON THE DAY YOU WORKED FOR ONE DAY PROJECTS WITH NO EXCEPTIONS, OTHERWISE THEY ARE DUE SUNDAY NOON FOLLOWING YOUR LAST DAY OF WORK. PAYCHECKS MAY BE DELAYED OR YOU MAY NOT BE PAID IF TIMESHEETS ARE NOT RECEIVED ON THE DAY DUE.

You can send your time sheet in in 3 Different Ways.... fax: [402-939-0349](tel:402-939-0349); email: hr@reset-staffing.com or text: [402-215-1834](tel:402-215-1834).

PROJECT: _____

Employee Name: _____

Store # & Street Address: _____

City and State: _____

Date	Start Time	End Time	Less Lunch	Total Hrs.	Lead Signature
WEEKLY TOTALS:					

Employee Signature: _____ Date: _____