**CMG Timesheet**

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

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week Ending date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for Completing and Submitting Timesheet:**

1. Complete all information on the timesheet.
2. At the end of each week, have the supervisor sign your timecard and submit.
3. Email timecard: Pay@corpmgmtgroup.com
4. Timecards are due by Monday mornings at 10:00 AM
	* **Failure to turn them in on time may result in a delay in your paycheck**

If you have questions on submitting your timesheet please contact your recruiter.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day**  | **Date**  | **Time In**  | **Time Out**  | **Time In**  | **Time Out**  | **Total Hours**  |
| Monday  |   |   |   |   |   |   |
| Tuesday  |   |   |   |   |   |   |
| Wednesday  |   |   |   |   |   |   |
| Thursday  |   |   |   |   |   |   |
| Friday  |   |   |   |   |   |   |
| Saturday  |   |   |   |   |   |   |
| Sunday  |   |   |   |   |   |   |

|  |  |
| --- | --- |
| Regular Hours  |  |
| Overtime Hours  |  |
| CO Paid Sick Leave Hours |  |
| Total Hours  |  |

Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Printed Name: