**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](mailto: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: