**TIME SHEET**

Your Time Sheet is **Due by 11:15AM on Monday**

**TO: Banka General TEL: 978-391-4210**

**RETURN BY FAX: 978-391-4210** Or **RETURN BY EMAIL: team@bankageneral.com**

NAME (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Last

THE WEEK STARTS ON MONDAY & ENDS ON SUNDAY FOR PAYROLL PURPOSES

Under position, **PRINT the position** you are working: positions are Packers, Production Operators, sanitation, Forklift, or Others

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **POSITION ASSIGNED** | **TIME IN** | **FINISH**  **TIME** | **CLIENT’S INITIAL** |
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* On the first day you are reporting to a new assignment, have the client’s representative sign and date below. On the following days, have your supervisor initial next to the time you worked in the boxes above.

Client/Company’s Name: \_\_\_\_\_\_\_Nasoya Foods\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Client’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*CLIENT’s signature on this time sheet certifies that the reported hours are correct.*

***\*\*Time Sheets can be downloaded from our website,***

[*www.BankaGeneral.com*](http://www.BankaGeneral.com) *🡺🡺 For Candidate 🡺* ***Documents***