



FULL SERVICE SUPPORT to the graphic design industry

training. talent placement. consulting and production services.



AUTHORIZED Training Center



Milwaukee (Main Office) 222 E. Erie St. Suite 330 · Milwaukee, WI 53202 · 414-431-0062 office · 414-431-0067 fax · www.c2gps.com
Madison: 3591 Anderson St. Suite 227 · Madison, WI 53704 · 608-268-9600 office · 414-431-0067 fax

instructions please read carefully

1. Type time in fields using **hundred hours**. **All minutes should be rounded to the nearest quarter-hour.** (see example below)
2. Have timesheet approved by supervisor
3. Fax to **414-431-0067** or email to **jsimon@c2gps.com**
4. Time sheets must be received by **Monday at Noon**

Employee Name _____ Company _____ Week Ending Saturday _____

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	DAILY TOTALS
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
total hours					

***Overtime hours are paid after 40 hours**

Employee Signature _____

Supervisor Signature _____

I certify that the hours shown have been worked by me and are approved by an authorized company representative.

I certify that the hours shown are correct, the work was performed satisfactorily and I authorize payment.

example

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	DAILY TOTALS
Monday	10/5/05	8:50	17:00	.5	8

½ hour is written as .50

Use hundred hour time

hundred hours

1pm= 13:00	5pm= 17:00
2pm= 14:00	6pm= 18:00
3pm= 15:00	7pm= 19:00
4pm= 16:00	8pm= 20:00

1 hour=1.0	½ hour=.5
¾ hour=.75	¼ hour=.25

Office Use Only

Rep	Rate	OT Rate
Invoice No.	Invoice Post Date	Payroll Post Date