Name
Client Co. Name

Advanced Communication Solutions
15851 Dallas Parkway Suite 225 Addison, TX 75001
Phone (972) 392-9230
FAX (972) 392-9255

WEEK 1

Month	Day	Location	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total

WEEK 2

Month	Day	Location	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total

TOTAL HOURS (STRAIGHT TIME)	
TOTAL HOURS (OVER-TIME)	

I certify that all hours worked during the above period by me are recorded hereon and this is a true and accurate accounting of my activity.

Employee Signature – in ink ____________________________

Authorized Co. Representative ____________________________

NOTE: Turn in hours worked 8th – 21st of the month, close of business on the 21st
Turn in hours worked 22nd – 7th of the month, close of business on the 7th
Payment for hours ending the 21st will be made on the 1st of the month
Payment for hours ending the 7th will be made on the 15th of the month

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