INTEGRITY STAFFING GROUP, INC.

ISG™
THE PATH TO GREAT STAFFING STARTS WITH INTEGRITY

Employee Name: _____
(Please PRINT clearly)

Client Name: _____

Sunday Week Ending Date: _____

Project Code	Description	Hours Worked							Total Weekly Hours	Week Ending Breakdown			
		Mon	Tue	Wed	Thur	Fri	Sat	Sun & Hol		Reg	OT	DT n/a	Travel & PTO
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
									-	-	-	-	
ENTER ALL TRAVEL HOURS BELOW													
									-				-
									-				-
									-				-
ENTER ALL PTO HOURS BELOW *(note: vacation requests req'd for all time off)*													
									-				-
									-				-
	Total Hours	-	-	-	-	-	-	-	-	-	-	-	-

approved timesheets due by 9 a.m. every Tuesday

Employee Signature: _____ **Date Submitted for Approval:** _____

Approver Signature: _____

Submit Approved Timesheets to: te@isg-staffing.com or fax-to-email (248) 419-5072
31805 Middlebelt Road, Suite 304, Farmington Hills, MI 48334 - Phone (248) 855-4474 Fax (248) 865-9244
Website: www.isg-staffing.com