

**MANPOWER  
TEMPORARY EMPLOYEE TIMESHEET**

**Please Print Clearly**

**Agency** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Soc. Sec. Number** **XXX - XX -** \_\_\_\_\_

**Week (Mon. - Sun.)** \_\_\_\_\_

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Regular Time	Overtime
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Enter Weekly Totals (round to the nearest quarter hour)							

**I certify that I have worked the hours listed on this time sheet. While on this assignment, I have not had any work related injuries or illnesses that I have not reported to manpower.**

**I also certify that I will have my timesheet in Manpower's office (faxed or original) by 10:30 the following Monday.**

**Employee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee phone number / direct phone line** \_\_\_\_\_

**I certify that the above named temporary employee worked acceptably during the period noted on this timesheet.**

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Name (Please Print)** \_\_\_\_\_

<b>Local Office</b>	<b>Fax #</b>
Springfield	866-687-8330
Decatur	217-872-8531
Bloomington	309-662-0314
Mattoon	217-235-1443
Peoria	309-673-0940
Rantoul	217-893-0061
Champaign	217-355-0066

**PLEASE FAX TO YOUR LOCAL OFFICE**