

week ending date	must be completed					
0:15 minute increments	arrival	departure	less breaks	standard hours	additional hours	total
monday						
tuesday						
wednesday						
thursday						
friday						
saturday						
sunday						
weekly totals						

contractor	
g2 regional office	
service provider	
signature	

manager	
position	
company	
telephone	
date	
signature	

white copy to g2 recruitment yellow copy to contractor pink copy to manager