



PMC Medical Staffing

Weekly Timesheet

3060 S Dye Rd
Flint, MI 48507
Phone: (810)659-5500
Fax: 810-659-3316
accounting@pmcworks.com

Company/ Dr. Office:

Supervisor Signature:

Please review the timesheet thoroughly. By signing this timesheet you are authorizing that all hours are correct and billable to the office.

Employee:

Date	Time In	Time Out	Lunch Break (Time)	Total Hrs.

Employee Signature

Timesheets must be submitted no later than 1pm each Monday for payroll processing.

Please fax or email completed timesheet at the end of each assignment. Fax: 810-659-3316

Time sheets must be signed by client and employee. Keep a copy for your records.

