



TEMPUS IT STAFFING
 3003 SUMMIT BLVD.
 SUITE 1650
 ATLANTA, GA 30319
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ATTENDANCE TIME RECORD

It is the employee's responsibility to fax this time record every Monday by 10 a.m. A delay in the employee's paycheck may result if it is faxed late.

CUSTOMER NAME: _____ EMPLOYEE NAME: _____
 WEEK ENDING DATE: _____

Billable Hours											
Date		Hours									
Mo	Day	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total		
										Total Billable Hours	<input type="text"/>

Non-Billable Hours											
Mo	Day	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total		
										Total Non-Billable Hours	<input type="text"/>

Tempus IT Staffing provides its personnel to customers on a time and materials basis. The direction and control of services provided under this agreement are the responsibility of the customer. Tempus IT Staffing makes no representations or warranties relative to such services.

Total All Hours

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

Customer Signature _____ Date _____ Employee Signature _____ Date _____

White - Accounting • Pink - Employee • Canary - Client