ISOS TECHNOLOGY

Hayden Ferry Lakeside Center
60 E. Rio Salado Parkway, Suite 900
Tempe, AZ 85281

Time Worked Report

Contractor Name		Daytime Phone	( )
Client Company			
Address			
City, State, & Zip			
Week Ending Date (Sunday)	/ /		

Day	Date	Regular Hours	Overtime Hours	
Monday				Round all hours to the nearest quarter hour; show all hours in decimals (7hrs 15 mins = 7.25 hrs) (7hrs 35 mins = 7.50 hrs) (7hrs 46 mins = 7.75 hrs)
Tuesday				
Wednesday				
Thursday				
Friday				** Any changes to made to hours must be clearly marked and must be initialed by an authorized representative of the client company.
Saturday				
Sunday				
Sum Hours				TOTAL HOURS WORKED

FALSIFYING HOURS IS ILLEGAL	APPROVAL OF HOURS WORKED
I certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the client company.	Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as stated and that the work was performed in a fully satisfactory manner.
/ /	/ /
Contractor Signature Date	Authorized Client Rep /Manager Signature Date
My Assignment is completed: Yes ☐ No ☐	( )
	Print authorized representative name phone number

Notes:

Please fax your timsheet in by 9am the following Tuesday to: (480) 366-5801