



Contractor Timesheet

Timecards deadline is normally noon Pacific Time (GMT-8:00) on Tuesday before payroll. Please refer to your Payroll Calendar for exact time and dates.

Contractor Name						Supervisor					
Client Company						Department					
Pay Period Start Date						Pay Period End Date					
Day	In	Out	In	Out	Total Hours	Day	In	Out	In	Out	Total Hours
Sun						Sun					
Mon						Mon					
Tue						Tue					
Wed						Wed					
Thu						Thu					
Fri						Fri					
Sat						Sat					
Total Hours Week 1						Total Hours Week 2					

Please record time in decimal equivalents of an hour (i.e. 1 hr 15 minutes = 1.25 hrs)

Total Hours for Pay Period	
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Contractor Signature _____ Date _____

Client Contact Signature _____ Date _____

(My signature authorizes Encore to bill Client Company for above contractor's services for approved hours)

→ Time sheet Fax #'s 650-649-2602 or 541-396-5088 ←

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