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| Accent Global Staffing, LLC.  2730 N. Berkeley Lake Road, B-720, 2nd Floor, Ste. D.  Duluth, GA 30096  **Phone** 678-395-5702 **Fax** 678-395-9261  General Email: [cs@accentglobalstaffing.com](mailto:cs@accentglobalstaffing.com) | TIME SHEET |

**Group or Individual Timesheet**

**Dates:** From Week Starting: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ To Week Ending: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Name of Assigned Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Employee Name** | **Employee Number** | **Monday**  **Date:** | | Hrs. | **Tuesday**  **Date:** | | Hrs. | **Wednesday**  **Date:** | | Hrs. | **Thursday**  **Date:** | | Hrs. | **Friday**  **Date:** | | Hrs. | **Total Hours** |
| In/Out | In/Out |  | In/Out | In/Out |  | In/Out | In/Out |  | In/Out | In/Out |  | In/Out | In/Out |  |  |
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|  | **Total Hours Worked for the Week:** | | | | | | | | | | | | | | | |  |

**Supervisor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_/\_\_\_/\_\_\_**

***\*Please note that if your timesheet is not received in our office by 5:00p.m. the following Monday, your pay will be delayed for the said week until an approved timesheet is received by us. Thank You!***