



115 Etna Road, Bldg 3 Suite 3
Lebanon, NH 03766

Time Sheet

SUBMIT TIMESHEET ON OR BEFORE MONDAY AT 10:00AM

EMAIL- lebanontimecards@leddygroup.com

FAX NUMBER – 1-866-422-7256

TEXT NUMBER – 1-806-464-0441


For Week Ending (Saturday)

Month Day Year

Field Employee

Client Company

Job Site Location / Dept

DAY	START TIME	OUT	IN	FINISH TIME	TOTAL HOURS
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
	WEEKLY TOTALS		REGULAR HOURS		
			OVERTIME HOURS		
			TOTAL HOURS FOR WEEK		

ANY CHANGES/REVISIONS/CROSSOUTS TO THIS TIMECARD ARE REQUIRED TO BE INITIALED BY BOTH PARTIES.

It is hereby certified that the hours listed above are correct and that the work was performed in a satisfactory manner.

Field Employee Signature

IS YOUR ASSIGNMENT COMPLETED? _____ NO _____ YES If yes, date completed _____

It is hereby certified that the hours listed above are correct and that the work was performed in a satisfactory manner. I understand that if my company hires a Leddy Group applicant within one hundred eighty (180) days after completion of a supplemental assignment, a full placement fee is required from my company. The above is applicable if an applicant is hired by another department or location of the company.

Client/Company Representative Signature

For payroll questions, contact the email above, (603) 749-4504 x732, or your local contact.