



SONJA COTTON

& ASSOCIATES

Employee Weekly Time Report

Please Scan or Email signed timesheet to
 payroll@sonjacottonlaw.com or Fax Report to 602-230-7733

Client: _____					
Employee's Name: _____			Week Beginning: ___/___/___		
Date:	Time In	Lunch Out	Lunch In	Time Out	Total Hours
Week Ending: ___/___/___				TOTAL HOURS: 	
Employee Signature: _____					
Client Signature : _____					
<input type="checkbox"/> Check box if this is your last time report for this assignment					
Time Reports are due by noon Tuesday following the week ending date. Late time reports may not be paid the until the following payday.					