edpRESOURCES

Time Sheet

P.O. Box 21141
Columbus, OH 43221

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Phone: (614) 488-0870
Email: info@edpcad.com

Job Site Name: _____ **Phone #:** _____

Employee Name: _____ **Week Ending:** _____

FAX TIMESHEET, SIGNED BY SUPERVISOR, EVERY MONDAY NO LATER THAN 12:00 PM

Project Name & # (upon client request)	Sat	Sun	Mon	Tue	Wed	Thu	Fri	TOTAL Hours
Holiday Hours*								
Personal Hours								
Vacation Hours								
Bereavement Hours								

Employee Signature: _____

Supervisor Signature:** _____ **Date:** _____

* EDP Resources pays the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, ½-day Christmas Eve, Christmas, New Years Day. All hours that MUST be worked on a Holiday will be billed/paid as double time. Any client holidays that are not listed above as EDP holidays WILL NOT be paid by EDP. You may use personal days (if available) to cover additional client holidays.

**A supervisor's and/or manager's signature indicates approval of the recorded hours of the EDP employee and approval of terms and conditions of agreement. EDP will not be responsible for hours not worked or incorrectly recorded.

Overtime: All hours over 40 worked are considered Overtime, and will be billed/paid at time and a half.

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Regular	OT	DT	Holiday	Personal	Vacation	Bereavement	TOTAL