



Hourly Employee Time Sheets/Contractor's invoices are **due by close of business on the 10th** (unless a weekend/holiday) **for hours worked through the 10th** and **due by close of business on the 25th** for hours worked through the 25th.
 Anyone turning in a time sheet after the deadline will be paid on the following pay period.

Name Contractor or Employee: _____

Date	Start Time	End Time	Time/Hours Mesa	Time/Hours Phoenix
			***** <u>NOTE SICK DAYS</u> *****	***** <u>AND VACATION DAYS</u> *****
<u>Subtotal</u>				
Grand Total Hours				

Contractor's Signature ***MUST BE SIGNED OR IT WILL NOT BE ACCEPTED***

Signature of manager who has reviewed and approved hours/invoice (Required)
