

Avance Construction Management

P.O.Box 1272
 East Lansing, MI 48826
 Phone (517) 481-3494

TIME SHEET

Full Name: _____ Work Location: _____
 Home Street: _____ Last 4 of SS#: _____
 Home State, Zip: _____ Supervisor: _____

Date	Start Time	End Time	Regular Hrs.	Overtime Hrs.	Total Hrs.
Weekly Totals					

Employee signature: _____ Date: _____

- ** Pay is calculated on a 60 hour work week (6 Days- 10 Hours per day)
- ** Your Supervisor is the person that Hired you, look at your employment agreement
- ** Overtime can only be pre-approved by Todd R. Vander Galien prior to the Overtime.
- ** Time Sheets are to be submitted on the last day of the week worked (Sunday)
- ** Time sheets submitted on Sunday will be paid the following Friday