

**COLONY PERSONNEL ASSOCIATES, INC.**

2845 Post Road Warwick, RI 02886-3145

Tel. (401) 739-0670

Email or fax completed timeslips to:

[Accounting@colonypersonnel.com](mailto:Accounting@colonypersonnel.com)

Fax (401) 738-5523 or (401) 738-0429

WEEK ENDING	Mo	Day	Yr.												
EMPLOYEE: PRINT LAST NAME FIRST AND FIRST NAME INITIAL															
DAY	DATE MO/DATE	TIME IN	TIME OUT	MINUS LUNCH PERIOD	TOTAL HOURS										
MON															
TUES															
WED															
THU															
FRI															
SAT															
SUN															
REGULAR HOURS:		OVER TIME HOURS:			TOTAL:										
IMPORTANT FOR CLIENT: Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as stated.															
CLIENT COMPANY															
AUTHORIZED SIGNATURE / PRINT: NAME AND TITLE (Sign only for the Actual Time Worked)															
EMPLOYEE SIGNATURE															
<i>EQUAL OPPORTUNITY EMPLOYER</i>															

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