

Agency Temporary Employee Attendance Timesheet Form

Use this **temporary employee attendance timesheet form** sample for accurate tracking of agency workers' hours and attendance. Designed for efficiency, it helps streamline payroll and ensures compliance. This form is essential for managing temporary staffing records effectively.

| | | | |
|---------------|--|-----------------|--|
| Employee Name | | | |
| Agency Name | | Assignment/Site | |
| Week Starting | | Week Ending | |

| Date | Time In | Time Out | Break (min) | Total Hours Worked | Supervisor Initials |
|----------------------------------|---------|----------|-------------|--------------------|---------------------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |
| Total Hours for the Week: | | | | | |

Employee Signature:

Date: _____

Supervisor Signature:

Date: _____

Instructions: Complete all relevant fields for each workday. Have your supervisor initial each day. Both employee and supervisor must sign at the end of the week.