METRO SECURITY FORCE INC.
WEEKLY TIME SHEET

Submit by Email Print Form

NAME:_____BADGE#_____RANK:_____

PAY PERIOD BEGINS:_____END_____

YOUR TIME MUST BE TURNED IN EVERY MONDAY. YOU CAN FAX TIME SHEET TO US AT 205-849-7142. IF WE DO NOT HAVE YOUR TIME SHEET BY MONDAY, YOU WILL NOT BE PAID ON FRIDAY.!!!

DATE	TIME IN	JOB WORKED	TIME OUT	SIGNATURE	HOURS WORKED
				TOTAL HOURS...	

NOTE: Guard & Working Guard Supervisors are expected to report to work in uniform and prepared to assume duties at the scheduled starting time. The "time in" column will show the actual shift starting time, unless you are late or were requested by the supervisor to arrive earlier, in which case the late starting time or requested time will be shown. The "time out" column will show the schedule shift end time, unless permission is received by the supervisor to leave early, or requested by the supervisor to work late. Actual ending time will be shown when relieved late by replacement or when overtime is necessary for emergency reasons and proper authority could not be obtained.

Supervisors signature:_____ Badge#:_____Date:_____

TIME SHEETS CAN ALSO BE E-MAILED, IN PDF FORMAT, TO... joe@apspublicsafety.com