TIME SHEET

Cleveland Integrity Services, Inc.
PO Box 658
Cleveland, OK 74020
(918) 358-5735 Office
(918) 358-5677 Fax
timesheet@clevelandintegrity.com

☐ Direct Deposit
☐ Overnight Check @ $25.00
☐ Regular Mail Check

Employee Name	
Pay Period Ending	
Employee Classification	
Client Name	
Client Supervisor	
Client Supervisor Email	

W Worked
NW Not Worked
HW Holiday Worked

Employee's Signature

Supervisor's Approval

Job Number	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mileage							
Per Diem							
Equipment							
Computer							
Phone							
Camera							
ATV							
Other							

Miscellaneous Expenses

Job Number	Description	Amount
	Total	

Check or Pay Stub Mailing Address

Name	
Address	
City/State/Zip	
Employee Contact Number	

Field Office Location

Office Name	
Office Address	
City/State/Zip	
Office Phone	

TIME SHEETS MUST BE IN THE CLEVELAND OFFICE BY THE END OF BUSINESS MONDAY TO AVOID A DELAY IN PAY. RECEIPTS FOR ALL MISCELLANEOUS EXPENSES MUST BE INCLUDED WITH THE TIME SHEET