GuardForce Security

Time Sheet

Date	Name	Time In	Time Out	Post Location	Total Hours

Important Note:
The hours must be double checked by the officer, site supervisor or field inspector for accuracy. All hours reported will be verified with the sign-in sheet at the job site. Time sheets must be submitted or faxed to you area Branch Office no later than 12:00 P.M. on Monday prior to each payday. No paychecks will be issued without accurate and verified time sheets. Please call your Branch Manager if you have any questions.