



# TIMESHEET

43155 Main Street, Suite # 2300N, Novi, MI 48375 Ph: 248-733-4016 Email: [timesheet@exptek.com](mailto:timesheet@exptek.com)

Explore Tek Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Client or Facility Name: \_\_\_\_\_

Day of the Week	Date	Floor/Unit	Time IN	Less Lunch	Client Signature if no lunch	Time OUT

Approved timesheets are the confirmation that the employee's services and work are deemed acceptable as provided per the Service Agreement and agreed-upon rates. An authorized agent for the above-named client certifies that the information on the timesheets true and accurate including hourly total and grant approval by valid signature.

*Lunches will automatically be deducted unless indicated and signed by the client.*

Client/Facility Representatives Name and Title: (Print) \_\_\_\_\_

Client/Facility Representative Signature: \_\_\_\_\_

Explore Tek Employee Signature: \_\_\_\_\_

**For Regular Pay, Time Sheets are due by Monday at 5 pm**

**Time Sheets must be complete, accurate & on time to be paid on time, incomplete, inaccurate, or late Time sheets will cause delays in pay.**

**Timesheet must be emailed to [timesheet@exptek.com](mailto:timesheet@exptek.com)**

