

Time Sheet

Name: _____

Week ending: _____

CHOOSE YOUR COMPANY AND CORP															
OFFICE	ZALOU MIS CONTRACTING SERVICE					CLOUD TECHNOLOGIES				CENTRAL DISPATCH COMPANY					
	ALTICE BRIDGEPORT	ALTICE BRONX	ALTICE NEW JERSEY	ALTICE NORTH CAROLINA	ALTICE WEST VIRGINIA	ABB CONNECTICUT	ABB VIRGINIA	ABB MARYLAND	CHARTER CONNECTICUT	CHARTER RALEIGH, NC	CHARTER ROCHESTER, NY	CHARTER MANHATTAN, NY	ALPHA NEW YORK, NY	ALPHA SYRACUSE, NY	

	Date	Time In	Lunch/Dinner*	Time Out	Total Hours
Sunday	_____	_____	_____	_____	_____
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____

* For lunch or dinner, put in the length of time taken and subtract from the Total Hours.

GRAND TOTAL _____

Please be sure to fill out your time sheet correctly and completely to avoid delay in being paid. Times should be round up or down depending on time. 8:10am would be 8:15 but 8:05 would be considered 8:00 am. For each quarter hour, use the appropriate time, i.e. 5 hours and 15 minutes is 5.25; 5 hours and 30 minutes is 5.5; 5 hours and 45 minutes is 5.75; 5 hours is 5.0. **Drive time to and from work SHOULD NOT be included on your time.**

Employee's Name (please print clearly)

Employee's Signature

Supervisor's Signature

Note: Your time sheet will be verified with the Supervisor or Operations Manager before processing.
Scan and send to: **steph@con1.us** or fax to **203-632-1040 – Attention: Payroll**