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| Time SheetWeek Of:\_\_\_ /\_\_\_ /2023— \_\_\_/\_\_\_ /2023 |
| JAM Financial ServicesP.O. Box 640, Wake Forest, NC 27588-0640127 Windsor Drive, Wake Forest, NC 27587jfmims@att.netPhone- 919-556-5993Fax- 919-556-5993 |  |
| Employee name:  | Title:Tax Preparer |
| Department: JAM FINANCIAL SERVICES | Supervisor: jUDY f. mIMS |
|  |  |  |  |  |  |
| Date | Start Time | End Time | Regular Hours | Overtime Hours | Total Hours |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
|  / /2023 |  |  |  |  |  |
| Weekly Totals: |  |  |  |
|  |  |  |  |
| MILEAGE CLAIMED: ($ 0.55 mile)- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee signature:  | Date: / /2023 |
| Supervisor signature: | Date: / /2023 |

**Timesheets are due each: Each Monday before 10:00**