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| Time Sheet  Week Of:\_\_\_ /\_\_\_ /2023— \_\_\_/\_\_\_ /2023 | | | | | | | |
| JAM Financial Services  P.O. Box 640, Wake Forest, NC 27588-0640 127 Windsor Drive, Wake Forest, NC 27587  jfmims@att.net  Phone- 919-556-5993  Fax- 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**