



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
Click or tap to enter a date.					
/ / 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