

Sample FLS Timesheet

Please write neatly and legibly

FUNDAMENTAL LABOR STRATEGIES, INC.
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Phone: (877) 357-7776 Fax: (215) 862-0134 or (215) 862-7245
Press 2 for Dispatch E-mail: timesheets@fundamentallabor.com

DRIVER NAME: **John Smith**

CUSTOMER NAME: **ABC Trucking** **571000**

DAY	DATE	UNIT	ENDING	BEGINNING	MILES	START	FINISH		HOURS WORKED	CUSTOMER APPROVAL	OFFICE USE ONLY	
							AM	PM			REGULAR	OT
M												
T												
W	5/3	12242	74990	74500	490	5:30	X AM	6:00 PM	X	12.5	MTB	
T	5/4	12242	75224	74990	234	7:00	X AM	3:00 PM	X	8	MTB	
F												
S												
S												
TOTALS:									20.5			

Fax and email addresses

Company Name

Initialed by customer

DESTINATION	ARRIVE	DEPART	DRIVER COMMENTS
5/3 - Start	5:30 AM	6:00 AM	Pre-trip
	10:00 AM	11:00 AM	1 hour delay due to an accident
Richmond, VA	11:30 AM	1:00 PM	Delivery
ABC Trucking	5:45 PM	6:00 PM	Post-trip and paperwork
5/4 - Start	7:00 AM	7:30 AM	Pre-trip
Baltimore, MD	10:30 AM	12:00 PM	Delivery
ABC Trucking	2:45 PM	3:00 PM	Post-trip and paperwork

Include as much information as possible

Instructions:
1. Complete timesheet daily and obtain the customer's signature.
2. Use a new timesheet for each customer.
3. Fax timesheets to FLS after your work day Friday. If you work during a weekend, fax timesheet before 8:00 a.m. on Monday.

DRIVER NOTES:
1 hour delay on 5/3 due to accident on I-95 in Virginia
Please send more timesheets!

Notes to Payroll Department

Note to Drivers: By submitting this timesheet, you are certifying that the hours worked are true and accurate and that you were not injured while working during this wage period. If you were injured, involved in a serious incident, or involved in a motor vehicle accident during this period, a completed *Injury/Serious Incident Report* (back side of this form) or *Motor Vehicle Accident Report* (back side of pink form) must accompany this time sheet. If involved in any of the above, you must also call FLS Dispatch immediately.

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

STANDARD HOURLY INFORMATION				
TOTAL HOURS	REGULAR	OVERTIME	VACATION	PERSONAL

OTHER INFORMATION				
HOLIDAY	TRAVEL	LAYOVER	DRIVER TYPE	OTHER

COMMENTS:

Do not write in this area

Do not write in this area