

ALOHA INTERNATIONAL EMPLOYMENT, INC.	STATUS: (check one) <input type="checkbox"/> TEMP <input type="checkbox"/> LEASE
Submit via email, fax or drop off at any AIE location Fax: (808) 871-7050 E-mail: timesheets@mauihotjobs.com (all islands)	Please submit completed timesheet after your last shift for the week, but no later than 10:00 AM on Monday . Paycheck will be available Friday after 12 PM. AIE's workweek is Monday through Sunday.

Name (Last, First, Middle Initial): _____ **Last 4 digits of Soc Sec #:xxx-xx-** _____

Company Name: _____ **Supervisor:** _____

Jobsite Address: _____ **Week ending date (Sunday):** _____

CERTIFIED PAYROLL/ DAVIS BACON check here <input type="checkbox"/>	
Project Name <i>(certified payroll only)</i> :	Project No:
Project Location <i>(certified payroll only)</i> :	
Employee Classification <i>(certified payroll only)</i> :	

Day	Date	Start Time	End Time	Lunch/break	Total Daily Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Sick:	Holiday:	Vacation:	Overtime:	Straight:	*Total Hours:

*** HOURS MUST BE TOTALED. INCOMPLETE &/OR ILLEGIBLE TIMESHEETS WILL BE RETURNED UNPROCESSED.**

Check one: <input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Tips In the one time amount of: \$ _____ Check <input type="checkbox"/> if paid salary
Notes/Special Instructions:

***Employee & Supervisor Signatures are required for timesheet to be processed.**

***Employee Signature:** _____
Your signature certifies approval of listed hours/ tips & acceptance of terms of AIE compensation/ payroll policies & guidelines.

***Supervisor Signature:** _____ Check here if assignment has ended
Your signature certifies approval of listed hours & acceptance of terms & conditions of the service agreement.

Check here for change of address (Reminder: W-2s will be sent to the address we have on file)

List New Address: _____
