

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

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

**Company Name:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Jobsite Address:** \_\_\_\_\_ **Week ending date (Saturday):** \_\_\_\_\_

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

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

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

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

**\*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: \_\_\_\_\_  
\_\_\_\_\_