

ESC HOURLY EMPLOYEE

Please complete ALL fields below
(please type or print clearly)

Timesheet submission:

1. Submit to supervisor
2. Upon supervisor approval submit to:

timesheets@esc.co.org

(Please do not fax timesheets)

Work Statement

Employee Name: _____ **Employee ID:** _____

Location: _____ **Position:** _____

Email: **Birth date:**

Dates Worked: to **Daytime phone:**

[illegible]

The following items MUST be completed:

Days worked:

Total hours: 0

Rate: _____

Amount due: _____

Employee Signature _____ **Date** _____

(signature required)

Supervisor Approval _____ **Date** _____

(signature required)

ESCCO Approval _____ Date _____