

National– Timesheet on behalf of Acosta

Print Your Name: _____ Signature: _____

By signing you state that all information below is recorded correctly.

Have you ever received a check from National? Circle: YES or NO

***If No, Please give your mailing address so we can send you your check:**

Address: _____

Please complete all steps

Step #1: *Check in upon arrival - Call 1-800-401-7976 or 770-460-9898*

Step #2: **Fill out information below–Please include when & where worked.**

List Month/Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name of Store: (IE Walmt, Kroger)	_____	_____	_____	_____	_____	_____	_____
City of Store:	_____	_____	_____	_____	_____	_____	_____
State of Store:	_____	_____	_____	_____	_____	_____	_____
Store #: (I.E. #343)	_____	_____	_____	_____	_____	_____	_____
Start Time:	_____	_____	_____	_____	_____	_____	_____
Out 4 Break: (Lunch)	_____	_____	_____	_____	_____	_____	_____
Back 2 work:	_____	_____	_____	_____	_____	_____	_____
End Time:	_____	_____	_____	_____	_____	_____	_____
Total Hrs.:	_____	_____	_____	_____	_____	_____	_____
Leader Initials:	_____	_____	_____	_____	_____	_____	_____

Step#3: **Acosta Leader** (or store mgr.) fill out below & Initial above days:

Name: _____ Signature: _____

Team lead phone # _____ Comments (if any): _____

Step#4: Fax to: 1-800-780-3671 or 770-461-4405

Do not rely on a team leader or anybody else to send in your timesheet even if they say they will do so! Keep a copy for yourself until you receive your paycheck.

National 770-460-9898 or 1-800-401-7976

350 Stonewall Ave. W. Ste. A, Fayetteville, GA 30214 (If you cannot fax your timesheet call the office 1st and mail it in)