

National – Timesheet on behalf of Crossmark

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:	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
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: Crossmark 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)