



# CLOCKING OUT FROM RISK

**WEEKLY TIME SHEET**

COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_

FOR WEEK ENDING: \_\_\_\_\_  
 EXEMPTIONS: \_\_\_\_\_

DAY OF WEEK	TIME IN	TIME OUT	OVERTIME	FOR OFFICE USE ONLY	
				REGULAR HOURS	OVERTIME HOURS
MONDAY					
TUESDAY					
MONDAY					
TUESDAY					
MONDAY					
TUESDAY					
TUESDAY					

**38%** of organizations in the US still use paper timesheets or punch cards.

*TSheets: Workplace Time Tracking Habits Revealed (2018)*

## ACA PENALTIES OF



**\$2,000 - \$3,000**

*IRS (2016)*



The average company's payroll error rate is

**1.2%**

*IRS (2016)*

## PAYROLL FRAUD COSTS

US businesses \$50 billion annually

*CNBC: This Crime in the Workplace is Costing US Businesses \$50 Billion a Year (2017)*

