



205 Hembree Park Drive  
Roswell, GA 30076  
Phone 866.471.4639 Fax 470.237.4432

INSTRUCTIONS

Step 1	Obtain a blank copy of your time sheet from the local <b>manager</b> at the start of each week. Additionally, timesheets can be downloaded from the following location: <a href="http://ammacore.com/support">ammacore.com/support</a>
Step 2	Fill out the top section with your FULL NAME / The Store # Your Working With / Starting Date and Ending Date of the Week you are working
Step 3	Each day you work... Record your START TIME, LUNCH TIMES, and END TIMES. Also INITIAL each entry in the PROVIDER'S INITIALS BOX
Step 4	Obtain an approval signature <b>DAILY</b> from your driver or local manager at the end of your day.
Step 5	<b>DAILY</b> Take a <b>CLEAR</b> photo of your timesheet and <b>EMAIL</b> or <b>TEXT</b> it to <a href="mailto:ammacore.docs@ammacore.com">ammacore.docs@ammacore.com</a>
Step 6	Continue to add your times for each day of the week up to and including Saturday. <b>Use a new sheet at the beginning of each week.</b>
Step 7	<b>ALL timesheets are due to Ammacore before 12 PM Sunday. Failure to send in your timesheet will result in delayed payment.</b>

Print Name: _____								Check the appropriate location:		
Store: _____ Week Start : _____ to Week End: _____								<input type="checkbox"/> Retail <input type="checkbox"/> Distribution Center <input type="checkbox"/> Magnolia		
								<b>• ALL TIMESHEETS MUST BE SUBMITTED BY END OF EACH DAY.</b> <b>• FAILURE TO SUBMIT WILL RESULT IN DELAYED PAYMENT UNTIL COMPLETED TIMESHEET HAS BEEN RECEIVED. PAYMENT WILL BE PROCESSED ON NEXT PAYROLL CYCLE</b>		
								<b>For Manager or Supervisor use ONLY</b>		
Date	Punch In	Lunch Out	Lunch In	Punch Out	Mileage, if any	Tolls Spent	Provider's Initials	Manager/Driver Name Print	Manager/Driver Signature	Date
Example 7/4/2018	8:00 AM	12:30 PM	12:55 PM	4:30 PM	127	\$2.45	MRB	TOM MANAGER	<i>Tom Manager</i>	7/4/2018
Sunday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			
Monday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			
Tuesday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			
Wednesday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			
Thursday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			
Friday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			
Saturday	Punch In	Lunch Out	Lunch In	Punch Out	Mileage	Tolls Spent	Provider's Initials			

Notes / Comments \_\_\_\_\_

By signing this timesheet, I acknowledge that the above dates and times are truthful. Falsifying your timesheet is theft and grounds for immediate termination as well as potential legal action.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Failure to submit completed and approved timesheets by the deadline provided will result in a delay in payment.  
If you have any questions concerning this time sheet, please contact Ammacore at: 470-237-4400 option 1  
or by emailing us at: [dispatch.team@ammacore.com](mailto:dispatch.team@ammacore.com)