

# LOSS PREVENTION TIME SHEET

CLIENT: \_\_\_\_\_

DATE FROM: \_\_\_ / \_\_\_ / \_\_\_\_\_

DATE TO: \_\_\_ / \_\_\_ / \_\_\_\_\_

- \*\*\*\* All agents are to write their full name in the spaces below as it would appear on there Social Security Card.
- \*\*\* All personnel are required to sign this sheet and call 1-877-447-5308 when coming on duty and going off duty.
- \*\* All Time Sheets will be faxed to 925-421-0843 at the end of the officers shift every Sunday night.
- \* Failure to comply with the above instructions may result in delay of pay or denial to pay each officer.

Print Name	Store #	City	Date	Time In	Time Out	Total Hrs.	Manager Signature

**NOTE:** Loss Prevention Agents and Police Officers are expected to assume their duties at their scheduled starting time. The "Time In" will show the actual start time, unless you are late or were requested by a supervisor to start earlier. The "Time Out" column will show the actual time you went off duty, and or the actual time you were relieved of duty. REMEMBER a Loss Prevention Agent NEVER leaves His/her post unmanned unless you are instructed to do so by a member of Management team.

Verified by: \_\_\_\_\_

Client Review by : \_\_\_\_\_