



P.O. Box 1158
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Employee Sign-in Sheet

Date	Job	Full Name	Time In	Break Out	Break In	Time Out	Mgr.

Authorized Signature

Date

- The information submitted above is accurate & is an official payroll document. Should it be determined that any information you provide is false, disciplinary action will result.
- Please do not sign in before your scheduled time unless instructed by supervisor.
- Please sign out only when dismissed by your supervisor.
- Reminder that meal breaks are required for some departments.