



YOUR NAME															
WORK LOCATION															
DATE		DATE		DATE		DATE		DATE		DATE		DATE			
MON		TUE		WED		THU		FRI		SAT		SUN			
HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
TIME IN															
TIME OUT															
LESS LUNCH															
TOTAL REGULAR TIME															
TOTAL OVERTIME															
DOUBLE TIME															

WEEK ENDING SUNDAY		
MO.	DAY	YR.

REGULAR TIME	
HRS.	MIN.

OVERTIME	
HRS.	MIN.

DOUBLE TIME	
HRS.	MIN.

Job Completed or Job Continuing

IMPORTANT: mail check or direct deposit

SUPERVISOR SIGNATURE: _____

CLIENT DEPT: _____

TEMPORARY EMPLOYEE SIGNATURE: _____



Client Acknowledgements and Representations: Overtime is paid for hours worked in excess of 8 hours in one day or 40 hours in one week. There is a 4-HOUR MINIMUM per assignment. If you or any of your affiliates hire this employee within two year of this timecard, you will be billed a placement fee in accordance to the fee schedule and the executed agreement in effect at the time of hire.

