

YOUR NAME	
LAST 4 DIGITS OF SS #.	

	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.
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 <input type="checkbox"/> or Job Continuing <input type="checkbox"/>	IMPORTANT: Hold check for pick up <input type="checkbox"/> or mail check <input type="checkbox"/>
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SUPERVISOR SIGNATURE: _____

COMPANY NAME: _____ **DEPT.** _____

TEMPORARY EMPLOYEE SIGNATURE: _____

Candidate Information: Enter your times to the **NEAREST QUARTER HOUR** (00 - 15 - 30 - 45). Do not use military time.
Client Information: 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 one year of this timecard, you will be billed a placement fee in accordance to the fee schedule in effect at the time of hire.



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