


Ordering Manager											
Employee Name	<i>Print Name Here</i>				Week Ending:			Saturday of Current Week			
Job Name/Address including Unit#	Job #	Task Code/ Description of Work	M	T	W	TH	F	SA	S	Authorized RE Signature or Initials	
Employee Signature:		Total Daily Hours:									
		Total of Hours Worked:									
		Office Use Only		Total Regular Hours:			Total Over Time:				
APPROVALS:		Authorized Signatures Must Accompany time card			*Overtime is anything over 12 hours in a day and/or 40 hours in a week						
Authorized Signature:		<i>Print Name Here</i>									
Authorized Signature:		<i>Signature Here</i>									

UTESOURCE TIME CARD PROCEDURES

RSS Employees are responsible to complete and Sign the time card

RSS Employees are responsible to get Supervisor to print and sign their names to the time cards

RSS Employees must get Job Addresses w/ Unit #'s , Job Names, Job #'s and Cost Codes or Work Description

No overtime unless authorized by supervisor

It is the Ritesource Employees responsibility to ensure that their respective Time Cards are received at the Ritesource offices no later than Monday 9am. The fax # is 720.379.5731.