

Time Card



Signed Time Card is due by 9am on Monday of each week.

Phone Number: 720.379.5730/ Fax Number: 720.379.5731

Name: _____								
Date: _____								
	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	
In:								
Out:								
Lunch:								
Daily Total:								
Be sure to subtract your lunch prior to writing in the <u>Daily Total Hours</u> .							Total Regular Hours: _____	
							Total Overtime Hours: _____	

Employee Signature: _____	Date: _____
Important: By execution of this form, I agree that all hours are true and correct. I agree to notify Ritesource Staffing <u>at the end of every assignment.</u>	
If I fail to do so, Ritesource Staffing may assume that I am not available for employment and may be ineligible for <u>unemployment benefits.</u>	

Company Name: _____	
Supervisor Signature: _____	Date: _____
By execution of this form, client certifies that: (1) The above hours are correct and that the work was <u>done in a satisfactory manner.</u> (2) Agrees to pay for services provided by Ritesource Staffing. <u>Any conversion of Ritesource Staffing will have a fee according to rates.</u>	

IT IS YOUR RESPONSIBILITY TO SEND IN A TIMESHEET, DO NOT DEPEND ON ANYONE ELSE TO DO THIS FOR YOU!
Failure to get your time sheet sent in your check being delayed by a week.