

Employnet, Inc Employee Timecard

Day of the Week	Date	Time In	Lunch Out	Lunch In	Lunch 2 Out	Lunch 2 In	Time Out	Total Time
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

"I certify that the above employee worked the hours listed on this time sheet and I agree to the terms and conditions set forth herein".

"I certify that the above hours worked are accurate. I acknowledge that my employer provided me with rest breaks and meal breaks as required by the laws of this State, and that I was relieved of all duties during those breaks."

Supervisor Signature and Date

Employee Signature and Date

Please calculate to the nearest quarter hour; .25 .50 .75

Reg. Hours:

O.T. Hours:

D.T. Hours:

PLEASE READ

This timecard is due no later than 10:00am each Monday. Please return to your local Employnet branch. It is your responsibility to ensure that your timecard has been received.

Employee Name (please print)
Workweek Ending Sunday Date
Company Name & City Location

For Employnet use only

EE ID: _____

Customer ID: _____