

**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.**

|                                         |
|-----------------------------------------|
| <b>Employee Name (please print)</b>     |
| <b>Workweek Ending Sunday Date</b>      |
| <b>Company Name &amp; City Location</b> |