OUTSOURCE

FAX TIMECARDS TO:
(713) 864-0512

EMAIL TIMECARDS TO:
timecards@outsource.net

WEEK ENDING: MM/DD/YR (Week Ends On Sunday)	
LAST 4 DIGITS OF SS #.	
EMPLOYEE NAME:	
CLIENT NAME:	

	DATE	DAY OF THE WEEK	JOB NUMBER	SITE NAME	LOCATION	TIME IN	LUNCH TIME OUT	LUNCH TIME IN		DAILY TOTAL RT	DAILY TOTAL OT	DAILY TOTAL DT	DAILY INITIAL
	Use a separate line for each day and job number.					*Round your time to the nearest quarter hour.*							
example:	*9/26/2011*	*Monday*	*1234*	*LAX*	*Los Angeles*	*8:00am*	*11:00am*	*12:00pm*	*4:00pm*	*7.00*	*0.00*	*0.00*	*rb*

	RT	OT	DT
TOTAL HOURS:			

ALL APPROVED TIMECARDS MUST BE SUBMITTED BY MONDAY @ 10:00 AM

You should call (713) 481-5957 to confirm receipt.

TIMECARD FRAUD AND FORGERY ARE CRIMINAL OFFENSES AND WILL BE PROSECUTED WITHIN THE FULLEST EXTENT OF THE LAW.

To report an unsafe work condition please call
(877) 826-8156

Employee Signature: _____

By signing this timecard, I certify that I have not been witness nor involved in a work-related injury or accident resulting in personal injury. I also certify that I have taken my required lunch break each day that I worked and that I was permitted to take rest breaks on each day I worked.

Do you currently own the following equipment :

Hard Hat	Yes ☐	No ☐
Safety Glasses	Yes ☐	No ☐
Gloves	Yes ☐	No ☐
Safety Vest	Yes ☐	No ☐

Client Manager Name: _____

Client Manager Signature: _____ **Date:** _____

As an authorized representative of my company, I certify that all hours shown on this time sheet are correct and all work was performed in a satisfactory manner.
I agree to be billed by Outsource Telecom/Building Technology Staffing for the above hours.
I additionally agree to pay for the time for which I have signed.