

Timecard can be emailed to: jobs@personnelpartnersinc.com OR faxed to 574-262-4784

Timecard is due in Personnel Partners' office by MONDAY at 5:00 pm




Weekly Time Record

Elkhart office: 574-262-1960

South Bend office: 574-234-2115

More timecards available online at www.personnelpartnersinc.com

Week ending (Sunday): _____

Employee Name: _____

On assignment at: _____

Job Site Supervisor Name: _____

Employee phone or email at work: _____

Day	In	Out	In	Out	Regular Hrs.	Overtime	Holiday	Vacation
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								
Total Hrs.								

paid at 1.5 regular time if total hours exceed 40

Convert minutes to tenths of an hour
Use chart below for reference

Minutes	Tenths
0 - 2	0
3 - 8	0.1
9 - 14	0.2
15	0.25
16 - 20	0.3
21 - 26	0.4
27 - 32	0.5
33 - 38	0.6
39 - 44	0.7
45	0.75
46 - 50	0.8
51 - 56	0.9
57 - 60	1.0

Timecard is not valid if unsigned by either party. Company policies and procedures are available on our web site at www.personnelpartnersinc.com or by asking for another copy of our Handbook for Employees on Assignment.

By your signature, you certify that you have not received a work-related injury during these hours reported, and that the hours reported are correct. Alterations will void the time card. Falsification of hours worked is cause for termination and prosecution. Incomplete or unsigned time cards will not be processed.

By your signature, you certify that you approve these hours for payment and billing and are authorized to do so; that you are not aware of any work-related injury suffered during these hours; and that you understand that Personnel Partners is not liable for damage to property under your care, custody and control nor for any violation of employment law by our client.

Employee signature

Supervisor signature

Date: _____

Date: _____



SIGNED COPY MUST BE LEFT WITH JOB SITE SUPERVISOR