

career choices

Your Staffing and Training Connection

Career Choices Time Card

6880 S. McCarran Blvd Suite 1
 Reno, NV 89509
 775 826-2555

A separate time card is required for each client and for each week's work. The time card must be signed by employee and company official.
Company representative shall keep original for their records.

All overtime must be authorized by Career Choices. No exceptions.

NAME _____ Wkending _____

	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>TOTAL</u> <u>Weekly</u>
Date								
Start	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	a.m.	
Lunch	_____	_____	_____	_____	_____	_____	_____	
	Min.	Min.	Min.	Min.	Min.	Min.	Min.	
Stop	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
Reg. Hrs								
Overtime Hrs								

CLIENT: Please check the above hours carefully to insure correct payment and billing.

I certify that the above hours are correct and that the work performed by the above employee was satisfactory. I am aware of the terms and conditions applying to the temporary personnel employed by Career Choices, including permanent employment.

Company Name: _____ Authorized signature: _____

Title: _____ Contact Ph #: _____

Fax#: _____

Employee Signature: _____

Fax timecard to **775 823-2515**

Timecard must have an authorized signature before payroll will be processed.

Checks will be mailed and received by the following Friday.

