



Smart Staffing Solutions
 268 North Lincoln Ave., Suite 12
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 Phone (888) 288-0808
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 timecards@s3staffing.com



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Employee Name: (Please Print)
Employee Signature
Builder
Community

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Employee Signature
Builder
Community

Week Ending (Sunday's date)							
DAY	DATE	START TIME	LUNCH OUT	LUNCH IN	FINISH TIME	REGULAR HOURS	OT HOURS
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
TOTAL HOURS							

Week Ending (Sunday's date)							
DAY	DATE	START TIME	LUNCH OUT	LUNCH IN	FINISH TIME	REGULAR HOURS	OT HOURS
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
TOTAL HOURS							

CLIENT SIGNATURE

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NOTICE TO EMPLOYEE:

To be paid on time, time cards must be faxed to Temps Plus by 6:00 P.M. each Sunday. Time cards must be signed by the Client if there is any Overtime or if the Builder requires a signature. By signing this time record, I certify that for each day shown, I have actually worked all hours as shown and I have taken all rest and meal breaks that I am entitled to (if not, contact corporate office immediately).

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