



Client Company Name: _____

Client Site: _____

(Use a Separate timecard for each site.)

NAME: _____ JOB TITLE: _____ WEEK ENDING: _____

Fax 602-264-1443

DATE	DAY OF WEEK	TIME IN	TIME OUT	Total Hour For Shift	Documentation Completed (Y/N)	Site Staff Printed Name/Signature
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
TOTAL HOURS FOR THE WEEK:					Comments	

Important notice to employees:

Timecards must include **ALL** of the information requested including site staff signatures for **EVERY SHIFT** worked in order for your timecard to be processed. Once your timecard has been completed, fax or deliver it to Dependable Staffing at (602) 264-1443 (**no later than noon each Monday**) and call to ensure that they have received it. Keep your original copy of the timecard. It is the employee's responsibility to make sure that the client and Dependable Staffing have received your timecard. Remember, you may have more than one timecard if you worked at more than one facility or home.

Important Notice to Client:

Dependable Staffing Services and its subcontractors spend considerable time and expense recruiting highly qualified individuals to staff our client facilities. If a Dependable Staffing employee is hired (temporary, full-time or pool) by the client facility or its subsidiaries within one hundred and twenty (120) days of the last date worked above, Dependable Staffing is entitled to a recruitment/placement fee of three hundred twenty (320) hours at the current bill rate for that employee.

EMPLOYEE SIGNATURE

AUTHORIZED CLIENT SIGNATURE