

DIRECTIONS FOR COMPLETING TIMECARD

Can be completed either online or by hand.

- 1) Complete a new timecard each week and/or each time you begin a new assignment.
- 2) Type/print your legal name (no nicknames).
- 3) Type/print the last four digits of your Social Security Number.
- 4) Type/print the date(s) (ex. 2/1/10) and your time to the nearest ¼ hour (.25, .50, .75).
- 5) Check either Direct Deposit or Mail Check.
- 6) Type/print the date available for next assignment.
- 7) Type/print the company name you worked for (one timecard for each company if you work for more than one company in one week).
- 8) Print out the timecard (if completing online).
- 9) Sign and date your timecard.
- 10) Have your supervisor sign and date your timecard (your supervisor's signature is REQUIRED to issue your paycheck).
- 11) Payroll is processed weekly. Completed timecards MUST be received by Tuesday noon following the week worked by mail, email djmadison@tomlinstaffing.com, fax (813.620.3564) or dropped off (after hours mail drop slot in door). **If you are faxing or emailing, please ask permission to use a client company's equipment. IF YOUR TIMECARD IS NOT RECEIVED BY THE DEADLINE, YOU WILL NOT BE PAID UNTIL THE FOLLOWING WEEK.**
- 12) Review your timecard for any errors or omissions before submitting to Tomlin Staffing.
- 13) If you have any questions, please call Tomlin Staffing (813.626.4895).



EMPLOYEE NAME: _____
SOCIAL SECURITY NO.: XXX - XX - ____ _ _ _ _

Check one: <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Mail Check	JOB NO. (for ofc use only)
Date available for next assignment: _____	

MINIMUM FOUR (4) HOURS PER ASSIGNMENT PER EMPLOYEE

	DATE	TIME IN	TIME OUT	TOTAL HRS.	LESS LUNCH	DAILY TOTAL
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						

I certify that the hours shown were worked by me during the week indicated. I understand I am to contact Tomlin upon completion of an assignment.

Employee Signature Date

STRAIGHT TIME
OVERTIME (more than 40 hrs.)

COMPANY NAME: _____	
I CERTIFY THAT THE AFOREMENTIONED TOMLIN EMPLOYEE WORKED THE HOURS LISTED TO MY SATISFACTION AND I AGREE TO THE TERMS AND CONDITIONS SET FORTH AS FOLLOWS.	
NOTE: Client agrees to pay Tomlin's collection costs, including court cost, attorney's fees, interest, or other collection costs if necessary to collect account.	
TOMLIN/CLIENT AGREEMENT: We understand the services provided by Tomlin Tested Staffing have been made possible only by a substantial investment in advertising, testing, recruiting, and training a large staff. Therefore, in consideration for these services, we agree, in the event we wish to hire the above named Tomlin employee, this employee will remain on Tomlin's payroll for 480 work hours including this and future assignments or other positions. If we wish to place this individual on our payroll immediately, then we agree to pay a replacement fee of \$2,000 per employee. In addition, we agree to pay liquidated damages of \$2,000 per employee if we transfer a Tomlin employee to the payroll of any other employment agency or leasing service before the 480 work hours have been completed.	
_____ Supervisor's Signature	_____ Date
_____ Supervisor's Name (Print)	_____ Title

For online timecard: <http://www.tomlinstaffing.com/>

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