TIME CARD

P.O. BOX 1088 SAN JOSE, CA 95108-1088
PH. (408) 435-9500 FAX (408) 435-9516
EMAIL: PAYROLL@TRENDTEC.COM

EMPLOYEE NAME

EMPLOYEE PHONE NUMBER

CLIENT NAME

WEEK ENDING

MO. DAY YR.

DAY MONTH	TOTAL HOURS REG	OT	DT	CHECK SHIFT
- MO				☐ ☐ ☐
- TU				☐ ☐ ☐
- WE				☐ ☐ ☐
- TH				☐ ☐ ☐
- FR				☐ ☐ ☐
- SA				☐ ☐ ☐
- SU				☐ ☐ ☐
TOTAL HOURS WORKED HERE				DAY SWING GRAVE

EMPLOYEE SIGNATURE

MISCHARGING TIME AND FORGERY IS ILLEGAL AND VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW

I HEREBY CERTIFY THAT I HAVE WORKED THE HOURS LISTEDAND HAVE TAKEN ALL MEAL AND REST BREAKS FOR THE ABOVE PAY PERIOD ON THIS TIME CARD

SUPERVISOR'S SIGNATURE **DATE**

SUPERVISOR'S NAME **PHONE NUMBER**

ACCOUNTING DEPARTMENT REMARKS:

COMPLETED TIME CARD MUST BE FAXED OR EMAILED TO OUR OFFICE BY MONDAY 5:00 PM