



Here is a timecard for use in reporting hours. Feel free to make copies as needed.

Period Ending Date is Saturday.

Please return timecards via **fax (269) 792-1383** by noon each Monday.

Any questions, please contact Becky at (269) 792-1379.

Thank you,

**Becky Hoxworth**

Accounting Manager

Name:		Contract Number:			Client:	
	Date	Time In	Lunch		Time Out	Hours Worked
			Out	In		
Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Period Ending Date:					Total Hours Worked	
Employee Signature:						
I certify that the above hours worked are correct.						
Reviewer Signature:						

Payroll Time Card

Technical Professional Services, Inc  
 211 W Superior St, Wayland MI 49348  
 Phone: (269) 792-1379 Fax: (269) 792-1383

TPS Incorporated

If there are any regularly scheduled hours for the week in which you were NOT able to work, please explain below.

All absences, holidays, vacations, or personal time must be accounted for.

	Date	# of hours	Explanation of regularly scheduled hours NOT worked
Sun			
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			