



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 Out In		Time Out	Hours Worked	
Sun							
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Period Ending Date:						Total Hours Worked	
Employee Signature:							
I certify that the above hours are correct and authorized invoice of same.							
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			