



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	<p style="text-align: center;">Payroll Time Card</p> <p style="text-align: center;">           Technical Professional Services, Inc            211 W Superior St, Wayland MI 49348            Phone: (269) 792-1379 Fax: (269) 792-1383         </p>  <p style="text-align: center;">TPS Incorporated</p>
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:							

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			