



A. TIMECARDS

How to complete:

1. Fill out information for week ending date (as directed by client), employee name, social security number, company name and address.
2. Fill in the date started, time started, time finished, less lunch and total your hours for the day.
3. Total your hours for the week.
4. Sign your name on the employee signature line.
5. Have your supervisor sign under company approval. The timecard must be signed by your supervisor or it cannot be processed.
6. Make address change if necessary.
7. If your assignment is completed, mark completed box and call your POPULAR STAFFING office so we can begin searching for your next assignment.

B. TIMECARD PROCEDURES

1. Timecards are your responsibility (even if the company uses group timesheets).
2. Give a copy to the company.
3. Keep a copy for your records.
4. You can drop off, email or fax your time card to POPULAR STAFFING. Please contact POPULAR STAFFING for address or fax number of closest location.
5. We need to receive your time card no later than Monday at 5:00PM. Any time card received later than Monday at 5:00PM is considered late and will be processed the following week.
6. All overtime must be approved by POPULAR STAFFING prior to submitting a time card to payroll.
7. No hours will be taken over the phone. We must have a verifiable time card.

C. PAYCHECKS

1. . Paychecks are mailed, unless you have contacted a coordinator and made arrangements to pick up your check at one of our offices.
2. You will receive a new time card with each paycheck. If you need additional time cards, please contact POPULAR STAFFING or you can pick up extras at any of our office locations.

D. ADDITIONAL INFORMATION

1. I agree to remain drug free during my employment with POPULAR STAFFING. I understand that \$20 will be deducted from my first paycheck to pay for a drug screening and I may be required to take and pass another drug test at any time.
2. If you have any questions about your time card, assignment or any other matter, please contact your POPULAR STAFFING Coordinator for assistance.

Employee Signature: _____ Date _____

Printed Name: _____