

Digital Staffing Timecard

Instructions:

1. Contractor/Employee enters the requested information in the fields below and attests to its accuracy.
2. Contractor/Employee must complete timecards each work day.
3. Contractor/Employee emails this timecard to his/her supervisor by noon on Monday.
4. Contractor/Employee agrees that he/she will contact Digital Staffing at the end of the contract to discuss other assignments. If not, Digital Staffing can assume he/she is not available for work.
5. The supervisor verifies that the hours shown are accurate and agrees that the work was acceptable.
6. The supervisor emails the approved timecard by 5:00 pm on Monday to timecards@digitalstaffing.com.
7. Should this timecard not accurately reflect schedules due to split shifts, additional breaks or for any other reason, supervisor must request a different timecard template to reflect the particular situation.

Contractor/Employee Name:

Company Name:

City:

State:

Zip:

By typing my name here, I confirm these hours are correct.

Are you returning to this job?

Please round time to the nearest quarter hour and leave a space between the time and AM or PM:

	Start Time	Lunch Out	Lunch In	Finish Time	Total Hours
Mon					0.00
Tues					0.00
Wed					0.00
Thur					0.00
Fri					0.00
Sat					0.00
Sun					0.00

Week ending Sunday: month/day/year

Total Hours: 0.00

TO BE COMPLETED BY SUPERVISOR

Do you agree to the terms and conditions and approve the information on this timecard?

Name of Supervisor: