

**LABPERSONNEL** - a Division of Jepsen Investments, Inc.

Laboratory Staffing Specialists

Assignment Number

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Last First Initial

Employee Name			
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Client/ Company	
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Address	
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**Round Hours to Nearest 1/4 Hour**

First Week Ending Sunday  /  /

	Start Time		Lunch Start		Lunch End		Finish Time		Total Hrs.	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
MON										
TUE										
WED										
THU										
FRI										
SAT										
SUN										

TOTAL HOURS FOR THE WEEK

Second Week Ending Sunday  /  /

	Start Time		Lunch Start		Lunch End		Finish Time		Total Hrs.	
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN
MON										
TUE										
WED										
THU										
FRI										
SAT										
SUN										

TOTAL HOURS FOR THE WEEK

TOTAL REGULAR HOURS FOR TWO WEEKS

TOTAL OVERTIME HOURS FOR TWO WEEKS

TOTAL VACATION HOURS FOR TWO WEEKS

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fax IMMEDIATELY Upon Completion**  
**Fax: 847-699-0399**

**TIME CARD GUIDELINES**

1. Always fill in your name and assignment number in the appropriate spaces on the top of the time sheet.
2. If starting an assignment in the second week of a pay period, ignore the first set of boxes for week one on the time sheet and start keeping track of hours in the second set of boxes.
3. CALCULATE TIME WORKED IN HOURS AND MINUTES (7-45). DO NOT CALCULATE HOURS WORKED WITH FRACTIONS (7 ¾). ROUND HOURS TO THE NEAREST ¼ HOUR.
4. Do not use military time.
5. Lunch breaks do NOT figure into the total hours worked. If you did not take a lunch, write "NO LUNCH" in for that day.
6. Vacation time is not included in the daily total. Use the boxes at the bottom of the time sheet.
7. Overtime is calculated as the number of hours approved to work over 40 hours per week.
8. All completed time sheets must have a client supervisor signature.
9. If working weekend hours, **fax the time sheet to Financial Staffers on that weekend or no later than the following Monday morning by 9 am.**
10. Fax time sheets every other Friday to 847-699-0399. Pay checks are issued the following Thursday, no matter what day of the pay period your assignment began. Time sheets turned in late will delay your pay check until the next pay period.

Address Change?  
 Check here if your address has changed.

New Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* If you would like to pick up or have your check mailed, Please check a box \*

Pick Up Check     Mail Check