



35485

Time sheet must be received by Monday, 11:00pm (EST) . Payroll Fax: (877)337-7286

Required to process your time card

Week Ending Sunday (MM/DD/YYYY)

Employee/Vendor ID

Grid for week ending date

Grid for employee/vendor ID

Client Name

Text box for client name

First Name

Last Name

M

Grid for first and last name

*** Please leave unused boxes blank ***

Example grid for date and times

Table with columns for Date, Time-In, Meal-Out, Meal-In, Time-Out, and Daily Total for days Mon-Sun

Adjustments

Grid for Mileage #, Per Diem, Hotel-Travel Expense, Travel Hours, On-Call hours

I hereby certify that the hours shown hereon were worked by me during the week-ending designated and were certified by an authorized representative of the customer.

Total hours worked this week this assignment

Grid for Total Hours

CAUTION TO EMPLOYEE: PAYCHECK ISSUED ONLY IF TIME SHEET IS SIGNED BY CUSTOMER.

Customer approval indicates acceptance of the terms and conditions printed below

Employee Signature

Authorized Client Signature

Print Name

Employee Instructions:

An employee time card must be completed and signed by both you and an authorized client representative in order for you to be paid for your work.

Client Instructions:

RPH On The Go USA, Inc. uses this employee time card to monitor and track the actual hours worked by our employees while on assignment.

For optimum accuracy, please print carefully and avoid contact with the edges of the box. The following will serve as an example:

Grid for numbers 1-0