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COMPANY NAME					WEEK ENDING SATURDAY																																																									
DEPARTMENT					DVSW#																																																									
EMPLOYEE NAME																																																														
EMPLOYEE SIGNATURE					RETURNING TO ASSIGNMENT																																																									
X					Yes <input type="checkbox"/>	No <input type="checkbox"/>																																																								
<p>IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM EMPLOYEE AGREES TO CERTIFY THAT THIS FORM IS TRU AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED AND NOT REPORTED TO QUANTUM RECRUITERS WHEN THEY OCCURRED.</p> <p style="text-align: center;">HOURS TO NEAREST QUARTER HOUR</p> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">DAY</th> <th style="width: 10%;">DATE</th> <th style="width: 10%;">STARTED</th> <th style="width: 10%;">FINISHED</th> <th style="width: 10%;">LESS LUNCH</th> <th style="width: 10%;">REG HOURS</th> <th style="width: 10%;">O.T. HOURS</th> </tr> </thead> <tbody> <tr><td>SUN</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>MON</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>TUE</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>WED</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>THU</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>FRI</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>SAT</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							DAY	DATE	STARTED	FINISHED	LESS LUNCH	REG HOURS	O.T. HOURS	SUN							MON							TUE							WED							THU							FRI							SAT						
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Time Card Instructions

- (1) **Recording Your Time.** Report all time to the nearest 1/4 hour.
- (2) **Overtime.** All AUTHORIZED work you perform in excess of 40 hours per week (Sun-Sat) will be paid at time and one half the regular rate. You are permitted to work overtime only if the client requests and approves such work.
- (3) **Lunch.** Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of one half (1/2) hour for lunch.
- (4) **Reporting Time Worked To Quantum.** Please fax or email this completed form to the fax number or email address listed at the top of the timecard by Monday afternoon, following the week you worked.
- (5) **Absence - Call Us At Once.** We will contact the client.
- (6) **Future Assignments.** If you do not contact us after each assignment we will assume you are not available for work. If you fail to contact us without good cause, unemployment benefits may be denied.