



FAX COMPLETED TIME SLIP  
TO 401.273.0130

OFFICE STAFFING SERVICES

CLIENT NAME:			SUPERVISOR NAME:		
CLIENT ADDRESS:					
EMPLOYEE NAME:					
WEEK ENDING DATE: MONTH      DAY      YEAR /        /			PAYCHECK: <input type="checkbox"/> MAIL <input type="checkbox"/> PICK-UP <input type="checkbox"/> DIRECT DEPOSIT		
DATE	START TIME	END TIME	LESS TIME OFF	STRAIGHT TIME HRS	OVERTIME HRS
TOTAL HOURS TO NEAREST 1/4 HOUR. THREE (3) HOUR MINIMUM PER DAY				STRAIGHT	OVERTIME
I certify the hours shown above represent my total hours worked during the week and that they were properly verified by the client or by an authorized representative.					
X EMPLOYEE SIGNATURE			DATE		
I certify that the hours shown above are correct and that the employee performed satisfactorily.					
X AUTHORIZED CLIENT SIGNATURE		TITLE		DATE	



## EMPLOYEE INSTRUCTIONS FOR TIMESLIP PREPARATION & SUBMISSION

YOUR TIME SLIP IS YOUR MEANS OF RECEIVING PAYMENT FOR HOURS WORKED. PLEASE COMPLETE THIS TIME SLIP NEATLY AND CORRECTLY IN ACCORDANCE WITH THE FOLLOWING GUIDELINES.

1. Enter the client name, client address, supervisor name and employee name.
2. Enter the week ending date. The week ending date is the date on Saturday.
3. Check off your preference for receipt of your paycheck (Mail, Pick-Up or Direct Deposit). You must be signed up for Direct Deposit of your paycheck.
4. Enter your start and finish times worked each day. Enter your time taken for lunch in the less time off column. Report hours worked each day rounded to the nearest quarter hour (Example: 1/4 hour is 0.25, 1/2 hour is 0.50, 3/4 hour is 0.75). Total straight and overtime (if applicable) hours worked. Do not include time taken for lunch when totaling hours worked. Overtime is paid for hours worked in excess of 40 hours for the workweek beginning on Sunday and ending on Saturday.
5. Do not enter hours onto the time slip for holidays unless work was actually performed on the holiday.
6. Sign and date your time slip.
7. Obtain the name, signature and date from the client or the client's representative authorized to approve your hours worked.
8. Fax your completed time slip to (401) 273-0130 by close of business Friday/Saturday. If you are unable to obtain the time slip signature approval by Friday/Saturday, call (401) 273-2500 and report your hours worked for the week. On the following Monday, obtain the signature approval from the client or the client's representative authorized to approve your hours worked. Immediately fax a copy of your approved time slip to (401) 273-0130.
9. After completing steps 1) through 7), make a copy of your time slip and provide your supervisor with the original time slip. Retain the copy of your time slip for you records.
10. A paycheck will not be issued without a time slip approved (signed & dated) by the client or the client's authorized representative.
11. Paychecks are available on Thursday. If requested, paychecks may be picked up between the hours of 10 a.m. and 4 p.m. at The Personnel People office. Paychecks requested via mail are mailed by 3 p.m. on Thursday. The Personnel People cannot guarantee a timely delivery of your paycheck when mailed.