

TIME SENSITIVE



1260 Valley Forge Road, P.O. Box 641, Valley Forge, PA 19482-0641
 610-933-4000 • Fax: 610-933-TEMP • Email: staffing@metpersnl.com

To: _____

From: _____

Date: _____

Message: _____

		HRS. & MIN. WORKED (LESS LUNCH)	
TIME RECORD	DATE	HRS.	MIN.
SUN			
MON			
TUES			
WED			
THUR			
FRI			
SAT			
TOTAL TIME WORKED			

FAX 610-933-TEMP

The People People
 1260 Valley Forge Rd.
 P.O. Box 641
 Valley Forge, PA 19482-0641
 Phone: 610-933-4000

TO ASSURE THAT YOU ARE PAID PROMPTLY, YOUR TIMECARD MUST BE FAXED NO LATER THAN NOON EACH MONDAY OR AT THE END OF YOUR ASSIGNMENT

I CERTIFY THE TIME REPORTED IS CORRECT.
 METRO TEMP EMPLOYEE SIGNATURE
X

ADDRESS CHANGE MAIL CHECK HOLD CHECK

LAST NAME _____ FIRST _____ M.I. _____

STREET ADDRESS _____

CITY, STATE & ZIP CODE _____

THIS TIME RECORDED IS FOR WEEK ENDING SATURDAY:
 _____ MONTH _____ DAY _____ YEAR

RETURNING TO JOB?
 YES NO

FOR CLIENT USE ONLY:
 The undersigned authorized representative of client certifies that the named Metropolitan Personnel, Inc. employee worked the hours shown on this time sheet and that the work was performed in a satisfactory manner. In consideration of the services rendered by Metropolitan Personnel, Inc., if this person is employed by us within one year from the date shown hereon, we will pay a permanent placement fee in accordance with Metropolitan's Fee Schedule in effect at the time. The fee schedule is posted online at metrotemps.com.

COMPANY NAME: _____

SIGNED: _____

TITLE: _____ DEPT.: _____

CLIENT: Please write total hours in words below-i.e.: Forty-one hours

STRAIGHT TIME: _____

HOLIDAY/OVERTIME: _____

INSTRUCTIONS TO EMPLOYEE

1. COMPLETE ALL INFORMATION ON TIMECARD.
2. OBTAIN CLIENT INFORMATION AND SIGNATURE.
3. FAX CLIENT APPROVED TIMECARD TO 610-933-TEMP EACH WEEK.
4. KEEP THIS COPY FOR YOUR EMPLOYMENT RECORDS.

This timecard must be faxed to Metropolitan no later than NOON every Monday.

Thank you!

Please fax to 610-933-TEMP