

You may print this page to use the image of our timecard if you don't have the usual four part form.

The timecard copy below may be used in lieu of your regular timecard. It must be filled in completely and signed by your supervisor. Incomplete timecards can result in delayed paychecks.

MAIL THE SIGNED ORIGINAL AND ONE COPY to the address below. Leave one copy with your job assignment supervisor and keep one for your records. We cannot accept fax or emailed copies.

**Barrington Staffing Services
PO Box 5089
West Hills, CA 91308**

EMPLOYEE TIME SHEET PLEASE FILL IN ALL SPACES. INCOMPLETE OR INCORRECT TIME SHEET DELAYS PAYCHECK!



	DATE WORKED	TIME IN	TIME OUT	LUNCH IN/OUT	HOURS WORKED
MONDAY				/	
TUESDAY				/	
WEDNESDAY				/	
THURSDAY				/	
FRIDAY				/	
SATURDAY				/	
SUNDAY				/	

IF YOU HAVE WORKED AT MORE THAN ONE COMPANY, TOTAL WEEKLY HOURS MAY NOT EXCEED 40 HOURS IN ONE WEEK, WITHOUT BARRINGTON APPROVAL. BY SUBMITTING THIS TIMECARD I ATTEST THAT I HAVE TAKEN THE REST AND MEAL PERIODS I AM ENTITLED TO AND THAT I HAVE NOT PERFORMED ANY "OFF THE CLOCK" WORK.

STRAIGHT TIME TOTAL
OVERTIME

Employee Signature _____

ASSIGNMENT COMPLETE? YES NO

Employee Name _____

Social Security # _____

Job# _____ Week End Date, Sunday: _____

COMPANY ACKNOWLEDGEMENT

By signing below you authorize us to pay our employee the hours indicated, you will be billed accordingly. (There is a minimum charge of 4 hours per employee per day.) Conversion from our temporary staff to client payroll results in:

Charges that are determined by the amount of time the employee has been assigned to your organization. This schedule is detailed on any original Barrington timecard or timecard copy you may have on file, in our company brochure and we can also provide a copy immediately upon your request.

Cust. Signature _____

Company Name _____ Dept. _____

We cannot pay a timecard without a verified Client signature.