



LANDMARK STAFFING, LLC

EMPLOYEE TIME RECORD

EMPLOYEE NAME		DATE	DAY	TIME START	LUNCH OUT	LUNCH IN	TIME FINISHED	TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS
LAST 4 DIGITS OF SS#			MON.						
WEEK ENDING			TUE.						
____/____/____			WED.						
COMPANY ASSIGNED TO			THURS.						
			FRI.						
			SAT.						
			SUN.						

SIGNATURE CERTIFIES THAT THE HOURS INDICATED ARE CORRECT. SERVICES WERE PERFORMED SATISFACTORILY.
LANDMARK STAFFING'S INVOICE WILL BE PAID ACCORDING TO THE TERMS.

EMPLOYEE SIGNATURE _____

AUTHORIZED SIGNATURE & TITLE _____

TOTAL

TOTAL

JOB CONTINUING

JOB FINISHED

EMPLOYEE INSTRUCTIONS

- 1) TIME CARD MUST BE LEGIBLE.
- 2) HAVE CLIENT APPROVE HOURS. SIGN AND KEEP YELLOW COPY
- 3) EMAIL TO PAYROLL@LANDMARKSTAFF.COM OR FAX TO 970-985-7001
- 4) CALL LANDMARK STAFFING WHEN YOUR ASSIGNMENT IS FINISHED.
- 5) **DO AN EXCELLENT JOB!**
- 6) **TIME CARDS MUST BE IN OUR OFFICE BY 5:00 PM MONDAYS.**