



COMPANY NAME _____

EMPLOYEE NAME _____

WEEK ENDING DATE ____/____/____

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
Total Hours for Week						

EMPLOYEE SIGNATURE _____

COMPANY REPRESENTATIVE SIGNATURE _____

Reliable Staffing Services (RSS) is proud to have you as our representable. On your assignment, please be prompt, courteous, and cooperative. In case of sickness or unavoidable delay/absence, please contact RSS at 740.395.0740. Please refer to the policy sheet for your assigned company's call-off procedure.

At the end of the work week, please fax your signed time card to RSS at 740.206.0152. You may also drop your time card off in person. Time cards must be received no later than 12:00 PM on Monday following the week worked.

For questions regarding hours or time cards, employees should call RSS at 740.395.0100.