

CUST#
AGENCY USE ONLY
TC BY
WT
DT
BIL & PD.
POST
APPR.
RG
OT

RI Temps RI Personnel INC.

office: 401.781.8400 | fax 401.781.2280 | ritemps.com | 56 Maple Street Warwick, Rhode Island
 Email time cards to: timecard@ritemps.com

EMPLOYEE NAME _____
(Please print)

WORKING AT _____

WEEK ENDED (SATURDAY) _____

DOES THE COMPANY NEED YOU BACK NEXT WEEK ? YES NO

The client understands and agrees that employment is on a temporary basis. Permanent employment can occur only after this employee has worked for you for 480 hours or a service fee will be incurred by you for the remaining unworked hours at the present billing rate.

Customers Authorized Signature _____

Approving billing of reg. hours & holiday or OT hours

SITE _____ DEPT. _____

Employee Signature _____

HOLD CHECK

COMPLETE THIS SECTION BELOW
 ROUND EACH ENTRY TO NEAREST QUARTER HOUR

	STARTING TIME	FINISH TIME	LESS LUNCH TIME	DAILY HOURS WORKED
SU				
MO				
TU				
WE				
TH				
FRI				
SA				
TOTAL HOURS FOR WEEK				

ATTENTION
TIME CARDS ARE DUE IN THE OFFICE BY NOON TIME TUESDAY
fax 401.781.2280 Email to: timecard@ritemps.com