

## Time Card / Paycheck Instructions

- You are paid according to this time card. Incomplete, inaccurate or illegible time cards may cause your paycheck to be delayed. Employee and Client signatures must appear on the time card to ensure prompt payment.
- Use a new time card for each assignment and use a new time card each week. Time cards will be given to you with your paycheck each
- After completing this time card (see specific instructions on reverse side):
  - ✓ Detach this cover sheet.
  - ✓ Leave client copy with client.
  - Retain employee copy for your records.
  - ✓ Promptly turn in RUSH copy of time card (hard copy) by 5:00 pm Monday of each week to your local RUSH office.
- Time cards turned in after Mondays may cause your paycheck to be delayed.
- Weekly payroll will be available on Fridays between 9:00 am and 5:00 pm at your local RUSH office (unless otherwise noted by special holiday schedules).

RUSH (SDO) 853-5500

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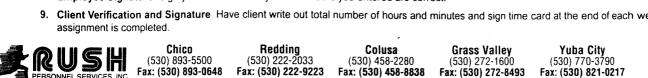
(Pa) -(7<sub>B</sub>)

2 S TO NEAREST QUARTER HOUR

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## Specific Instructions

- 1. Name Clearly print your first name, middle initial and last name. No nick names please.
- 2. SSN Digits Enter the last 4 digits of your Social Security Number.
- 3. RUSH Location List the RUSH office you are currently working for.
- 4. Week Ending Date Enter the date of the Saturday at the end of the week in which you are working. If the last day of your workweek is not Saturday, please call your RUSH office.
- 5. Client Name, Department and City Clearly print client name, department, if applicable and city.
- 6. Comments This space is provided for the client's use.
- 7. Daily Time Record
  - (7A) Enter the date that corresponds to the day of the week.
  - (7B) Record hours worked daily to the nearest quarter hour (.25, .50, .75). Enter start and finish times
  - (7C) Record your lunch break time OUT and time back IN
  - (7D) Compute the total hours worked for each day, being certain to exclude lunch time taken. Enter daily total. Draw a line through days not worked.
  - (7E) Total your daily hours for the week for this assignment and enter in Total Hours box.
- 8. Employee Signature Sign your name to certify that the hours you entered are correct.
- Client Verification and Signature Have client write out total number of hours and minutes and sign time card at the end of each week, or sooner if



PRESS FIRMLY TO GO THROUGH ALL 3 COPIES • PRINT CLEARLY • USE BLACK BALLPOINT PEN ONLY								RUSH LOCATION				
EMPLOYEE NAME SS							LAST	4 DIGITS	1.05/7.203/11/01			
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TOTAL HOURS									AUTHORIZED SIGNATURE (CLIENT)	DATE		
EMPLOYEE SIGNATURE  AVAILABLE YES  FOR									<u>  x                                 </u>		Market and the second s	
X WORK? NO 🖸								IMPORTANT FOR CLIENT: YOUR SIGNATURE CERTIFIES THAT HOURS SHOWN ARE COR-				

TRUE AND ACCURATE, (3) NO INJURIES WERE SUFFERED. (4) I HAVE RECEIVED ALL THE REST PERIODS AND MEAL PERIODS TO WHICH I AM LEGALLY ENTITLED ON EACH WORKDAY WITHIN THE PAY PERIOD COVERED BY THIS TIME RECORD. (5) THIS TIME RECORD FULLY AND ACCURATELY REPORTS ALL THE TIME THAT I HAVE WORKED DURING THE COVERED PAY PERIOD, AND (6) I AM MAKING THIS DECLARATION FREELY AND VOLUNTARILY

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