



Personnel Placement

212 CARNEGIE ROW

NORWOOD, MA 02062-9977

PHONE (781) 769-4390 • FAX (781) 769-1245

www.needjobs.com • email: accounting@needjobs.com

Saturday Week Ending

CLIENT COMPANY NAME

Employee Name (Please Print)

CUSTOMER
SIGNATURE _____

(Approval of hours worked)

TIME RECORD

DAY	DATE	S.T.	O.T.
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			
TOTAL HRS THIS WEEK			

**ORIGINAL - CLIENT COPY
YELLOW - EMPLOYEE COPY
CARD - MAIL TO NEED**

You can pick up your check after 3:30 PM on Monday or have it mailed or Directly Deposited. If you show up before 3:30 PM on Monday, you will not get your check because they are not ready. Mailed checks are taken to the Post Office at 4:45 PM and should arrive no later than Thursday.

If you pick up your check, bring your time card with you. If you have your check mailed, mail your time card by Saturday, or fax it by Monday (YOU STILL HAVE TO CALL YOUR HOURS IN!) We must have your time card by the following Monday or we will hold your next paycheck until we receive it. (That gives you a full week!) Your last time card must be received before we can release your last paycheck.

If for any reason you will be out a complete week during a continuous assignment you must notify this office. When completing an assignment, you must notify this office immediately.

PLEASE BE VERY CAREFUL WHEN REPORTING YOUR HOURS...
IF THERE IS AN ERROR IT IS NOT EASILY FIXED! YOUR ACCURACY IS APPRECIATED!

SAMPLE CARD



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8-29-98

Saturday Week Ending

ABC COMPANY

CLIENT COMPANY NAME

Jane Smith

Employee Name (Please Print)

CUSTOMER
SIGNATURE

Brian Jones

(Approval of hours worked)

"Your Supervisor" ↑

TIME RECORD

DAY	DATE	S.T.	O.T.
SUN			
MON	8-24	10	
TUES	8-25	8.5	
WED	8-26	8.75	
THURS	8-27	8	
FRI	8-28	4.75	3.25
SAT			
TOTAL HRS THIS WEEK		40	3.25

WHITE- CLIENT COPY
YELLOW- EMPLOYEE COPY
CARD- MAIL TO NEED



Personnel Placement

PAYROLL PROCEDURES - PLEASE READ CAREFULLY

(If you don't follow these procedures, you may not get your paycheck!)

1. Hours must be recorded on the time card properly as **TOTAL** hours for the day. (i.e. 8 hours Standard Time (ST), NOT 8:30 - 5:00) Please use decimals for hours (45 minutes is .75 hours).
2. All Overtime hours must be recorded in the OT block. Please note that most clients do not pay overtime until after 40 hours in a week, NOT after 8 hours on any day.
3. **TOTAL YOUR TIME CARD. It is not NEED's responsibility to figure out your hours. Double check your hours before calling them in to prevent misreported hours.**
4. Make sure the proper date (SATURDAY IS WEEK ENDING) is on the time card, including year (mm/dd/yy)
5. **PRINT** your name.
6. **PRINT** the name of the company you are assigned to.
7. Have your supervisor **SIGN YOUR TIME CARD**. A time card is no good without a supervisor's signature. **NOTE:** It is against the law to forge a time card. We will take all possible legal action.

Payday is **MONDAY** (workweek is Sunday through Saturday).

WE MUST HAVE YOUR HOURS BY 8:00 AM ON MONDAY IN ORDER FOR YOU TO BE PAID. You can call in your hours to **NEED** as soon as you know your totals for the week. The voice mail system is on 24 hours a day. Leave your name, client company name, and the number of Standard and Overtime hours you have worked. Example: "This is Jane Smith from ABC Company; I worked 40 regular hours and 5 overtime hours." **IF WE DO NOT HAVE YOUR HOURS BY 8:00 AM ON MONDAY, YOU WILL NOT BE PAID. WE WILL NOT ISSUE ANOTHER PAYCHECK UNTIL THE FOLLOWING WEEK, WITHOUT EXCEPTION. IT IS YOUR RESPONSIBILITY TO CALL IN YOUR HOURS.**