



BI-WEEKLY TIMECARD

Employee ID# 12345

ABC Gold Company, Inc.

Print Employee Name John S. Smith

(Print Company Name)

Pay period start date (Sunday) 12/30/2007

John Q. Jones

(Print Company Supervisor Name)

Pay period end date (Saturday) 01/12/2008

Assignment Status: Continuing Finished

(See Payment Schedule for pay period dates)

PLEASE USE INK AND PRESS HARD AS THERE ARE 4 CARBONS ON THIS FORM

Date	Regular Hours	Overtime Hours	Project/Location Company Coding
Sunday 12/30	10		
Monday 12/31	9		
Tuesday 01/01	12		
Wednesday 01/02	9	5	
Thursday 01/03		8.5	
Friday 01/04			
Saturday 01/05			
Total Week 1	40	9	
Sunday 01/06			
Monday 01/07	8		
Tuesday 01/08	10		
Wednesday 01/09	9		
Thursday 01/10	12		
Friday 01/11	1	7	
Saturday 01/12			
Total Week 2	40	7	
Total Week 1 & 2	80	16	

Enter time to nearest quarter hour

15 min = .25 hr
30 min = .50 hr
45 min = .75 hr

Attention Employees:

- It is your responsibility to Mail or Deliver the original timecard to Geotemps
- Overtime is paid to "non-exempt" hourly employees for any hours over 40 unless specified by client and/or State laws
- Daily Rate Employees should place a 1 in the Regular Hours column
- If faxing Timecard to Geotemps, Fax the White Copy only. Original (White, Yellow and Pink leaving them attached) also needs to be sent to Geotemps
- Forging/Falsifying a Timecard is grounds for immediate termination and may result in criminal prosecution

To receive your paycheck on time this timecard must be received by Geotemps, Inc. no later than Sunday at 8:00 PM after the pay period end date.

Hourly Sample Timecard

Comments:

Employee Signature John S. Smith
I certify that the days shown on this timecard are true and correct, that I worked these hours at the company noted

Date January 12, 2008

Supervisor Signature John Q. Jones
The above signature constitutes full acceptance of all information on this form

Date January 12, 2008

Supervisor - please verify total hours worked in words: Ninety-six hours or Eighty regular & sixteen overtime