



# BI-WEEKLY TIMECARD

Employee ID# \_\_\_\_\_

\_\_\_\_\_  
(Print Company Name)

Print Employee Name \_\_\_\_\_

Pay period start date (Sunday) \_\_\_\_\_

\_\_\_\_\_  
(Print Company Supervisor Name)

Pay period end date (Saturday) \_\_\_\_\_

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			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

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

**Total Week 1**

Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

**Total Week 2**

<b>Total Week 1 &amp; Week 2</b>			
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**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.**

Comments: \_\_\_\_\_

Employee Signature \_\_\_\_\_  
I certify that the days shown on this timecard are true and correct, that I worked these hours at the company noted

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_  
The above signature constitutes full acceptance of all information on this form

Date \_\_\_\_\_

Supervisor - please verify total hours worked in words: \_\_\_\_\_