**TIMECARD POLICY**

Timecards and payroll are processed on a ***weekly basis***. Timecards should be fully completed and submitted ***while you are still on the clock (i.e. before you clock out at the end of the day).*** Timecards should be submitted online via the Erecruit portal, a scanned email or a picture email. Email submissions should be sent to the local branch timecard email. As a last resort, timecards maybe submitted via fax and sent to the local branch fax number. If the timecard is sent via fax machine, the timecard needs to be faxed using the fax machine on the dispatched jobsite and again must be submitted while you are still on the clock.

Timecards should have the employee’s name printed at the top with the week ended date and the client’s name. Timecards should also contain the job number (if any), job site, and/or location. Furthermore, the client’s name and signature is required to certify that all the hours shown on the timecard are correct and the work was performed in a satisfactory manner. Timecards submitted without this identifying information *will* cause delays in usual payroll processing.

Employees should make their **best efforts** to submit approved timecards by the end of business Friday. All approved timecards must be submitted by Monday no later than 10 a.m. Any timecards submitted after 10 a.m. on Monday may *not* be processed via direct deposit. If a timecard is received Wednesday or later, it will not be processed until Friday. When a timecard is processed on Friday, the only payment options available are paper check (mail/pick up at the office) or a Global Cash Card (GCC).

This policy is designed to discourage late time card submissions. The following disciplinary actions may occur if the timecard policy is violated.

* **1st late timecard:** verbal warning and a note added to employee personnel file;
* **2nd late timecard**: written warning added to employee personnel file and alert to your direct supervisor; and
* **3rd late timecard within 12 months**: grounds for **termination** from Outsource.

If you have any questions, please contact your Recruiter or Field/Staffing Coordinator.

I acknowledge that I have read and understand the above policy and to abide by such at all times.

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Employee Printed Name Employee Signature Date