CAWLEY TEMPORARY SERVICES

EMPLOYEE NAME

ADDRESS

CITY

Employee Signature

TIME CARD

(must be completed in full in order to be processed)

Date	In	Out	In	Out	Reg.	OT
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
(Use nearest quarter hour)	Assignment Completed Yes ? No ?			**TOTAL**		

To ensure your check being sent on time, mail or fax your timecard each **Friday night.**

You are responsible for the correct hours.

Week Ending Date:_____

_____
CLIENT COMPANY NAME

_____
ADDRESS

_____
DEPARTMENT

We handle both permanent and temporary placement. If you decide to hire this employee permanently, there will be a fee charged based on a % of the annual starting salary according to our regular Permanent Fee Schedule.

_____
SUPERVISOR SIGNATURE

Cawley Temporary Services
180 South Lake Avenue, Suite 400
Pasadena, CA 91101
A division of **CAWLEY PERSONNEL SERVICES, INC**.
Phone (626)796-6166 Fax (626)796-8061