


	MON	TUES	WED	THURS	FRI	SAT	SUN		WEEK ENDING	
DATE								TOTAL HOURS ▼	COMPANY ASSIGNED TO	
START TIME									PROJECT/DEPT. NUMBER	SHIFT: <input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVE
LUNCH OUT									EMPLOYEE NAME (PRINT)	
LUNCH IN									EMPLOYEE'S SIGNATURE	
FINISH TIME									WORK PHONE	
STRAIGHT TIME									EXT.	
OVER TIME									HOURS APPROVED	
DOUBLE TIME									CLIENT APPROVAL	
 RICHMAR ASSOCIATES INC <small>STAFFING WITH QUALITY SINCE 1977</small> 283 Brokaw Road Santa Clara, CA 95050 408-727-6070 -tel. 408-727-4465 -fax									NOTE TO EMPLOYEE: HOURS MUST BE CALLED IN TO RICHMAR NO LATER THAN 1:00 P.M. ON MONDAY OR CHECK WILL BE LATE. (408) 727-6070 ext. 500	