OUTSOURCE

EMAIL TIMECARDS TO:
timecards.DC@outsource.net
and cc: your recruiter

WEEK ENDING: MM/DD/YR (Week Ends On Sunday)	
LAST 4 DIGITS OF SS #.	
EMPLOYEE NAME:	
CLIENT NAME:	
RECRUITER NAME:	

TAKE A PIC* AND EMAIL FROM THE JOB SITE

*Download the free CamScanner app on your smart phone for better quality pics

Use a separate line for each day and job number — ***Round your time to the nearest quarter hour.***

DATE	WEEKDAY	JOB NUMBER	SITE NAME	TIME IN	LUNCH - OUT	LUNCH - IN	TIME OUT	RT	OT	DAILY SIGNATURE

ALL APPROVED TIMECARDS MUST BE SUBMITTED BY MONDAY @ 10:00 AM
You should call (703) 991-0461 to confirm receipt.

	RT	OT	DT
TOTAL HOURS:			

Need new gloves or PPE? Want to find out about free OSHA 10 training?
Contact us at **safety@outsource.net**

We offer a reward for reporting unsafe work conditions. Tell your recruiter immediately and get paid!

Employee Signature: _____

By signing this timecard, I certify that I have not been witness or involved in a work-related injury or accident resulting in personal injury. I also certify that I have taken my required lunch break each day that I worked and that I was permitted to take rest breaks on each day that I worked.

Did your supervisor conduct a safety meeting this week? ☐ Yes ☐ No
Topic _____

Did you witness any unsafe work conditions this week? ☐ Yes ☐ No
If yes, please contact your recruiter **immediately**.

Client Manager Name: _____

Client Manager Signature: _____ **Date:** _____

As an authorized representative of this company, I certify that all hours shown on this time sheet are correct and all work was performed in a satisfactory manner. I agree to be billed by Outsource, LLC for the above hours. I additionally agree to pay for the time for which I have signed.

Ask your Recruiter how to enter your time online or by using your smart phone!

$15,000 REWARD

For any information that leads to an arrest or conviction of individuals committing worker's compensation fraud

Timecard fraud and forgery are criminal offenses and will be prosecuted to the fullest extent of the law.

Refer a friend! Get a bonus of $250!