# 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 | LOCATION | TIME IN | LUNCH - OUT | LUNCH - IN | TIME OUT | RT | OT | DT | DAILY SIGNATURE |
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**ALL APPROVED TIMECARDS MUST BE SUBMITTED BY MONDAY @ 8:00 AM**
**You should call (310) 640-8575 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!**