outsource
Low Voltage & Flostrical Workforce

Low voitage & Electrical Workforce

## **EMAIL TIMECARDS TO:**

Timecards.NC@outsource.net

and cc: your recruiter

WEEK ENDING : MM/DD/YR (W eek Ends On Sunday)													
LA ST 4 DIGITS OF SS #.													
EMPLOYEE NAME:													
CLIENT NAME:													
RECRUITER NAME:													

TAKE A PIC* AND EMAIL FROM THE JOB SITE	· <u>-</u>

\*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	ОТ	DT	DAILY SIGNATURE
							·	·				
								·			·	

## ALL APPROVED TIMECARDS MUST BE SUBMITTED BY MONDAY @ 08:00 AM You should call (310) 640-8575 to confirm receipt.

	TOTAL HOURS:				
Employee Signature:					
y signing this timecard I certify that I have	not heen witness or involve	d in a work-re	lated injury	or accident	_

resulting in personal injury. I also certify that I have taken my required lunch break each day that I worked and

OT

**RT** 

DT

Yes No

Yes No

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!

Did you witness any unsafe work conditions this week?

Did your supervisor conduct a safety meeting this week?

If yes, please contact your recruiter immediately.

that I was permitted to take rest breaks on each day that I worked.

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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!