



EMAIL: [Shirley@dennhardt.com](mailto:Shirley@dennhardt.com)

**DUE 10 AM**  
**MONDAYS**

OR FAX TO: 952-435-5336

Employee Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Available for work: YES NO When Available? \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

**IMPORTANT FOR EMPLOYEE:** BY EXECUTING THIS FORM, EMPLOYEE AGREES AND CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

Day	Date	Start Time	End Time	Less Lunch	Regular Hours	OT Hours
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
<b>Total</b>						

**MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY**

**For office use only**

Job Order #	
Pay Rate	
Bill Rate	
Total Hours	

PLEASE WRITE IN WORDS ABOVE, TOTAL HOURS TO NEAREST 1/4 HOUR  
**IMPORTANT FOR CLIENT:** BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT: HOURS SHOWN ARE CORRECT AND WORK WAS DONE SATISFACTORILY AND THAT THIS FORM QUALIFIES AS AN AGREEMENT ON THE PART OF THE CLIENT TO PAY AN INVOICE FOR A DENNHARDT TEMPORARY EMPLOYEE UNTIL A BUYOUT OCCURS OR THE CONTRACT PERIOD ENDS. TIMECARD IS DUE BY 10 AM MONDAY.

Employee Signature: \_\_\_\_\_

Authorized Supervisor Signature: \_\_\_\_\_

Authorized Name(Print): \_\_\_\_\_

1. Complete all information on the timecard. A separate timecard must be completed for each job assignment each week. Be sure to include your name on each timecard. This information needs to be included to ensure prompt processing of your paycheck.
2. At the end of each week, have your supervisor sign your timecard, leave a copy for the supervisor and email a copy to [Shirley@Dennhardt.com](mailto:Shirley@Dennhardt.com). Make sure your timecard is in the payroll department at Dennhardt by 10 AM Monday. **Late timecards will be held over to the following week for processing.**
3. If your supervisor is not available to sign your timecard, send an email to [Shirley@dennhardt.com](mailto:Shirley@dennhardt.com) and include the number of hours worked for the week and the name and location of your assignment. After your supervisor has signed your timecard email it in immediately.
4. If you have any payroll questions please contact Char Dennhardt at 952-435-6655 or Shirley Warnke at [Shirley@dennhardt.com](mailto:Shirley@dennhardt.com).