



NO COVER SHEET NEEDED

TIMECARD
ATTN: Payroll Dept
Source 1 Security
Fax (888) 405-5237

P.O. Box 213, Van Nuys, CA 91408

Table with columns for WEEK 1 (Sunday-Saturday) and WEEK 2 (Sunday-Saturday), and rows for Date, Start Time, End Time, and Total Hrs. Includes Week 1 and Week 2 Total Hrs columns.

Note: Pay period is every two weeks. All hours will be verified. Provide explanation for any time worked over the scheduled time. All RTO's are to be noted below and must be approved. Schedule is subject to change. NOTE: Being ON TIME is VERY important, its part of professionalism.

Comments: _____

Signature and Date line: Name (Print Name), Employee Signature, Date. Includes a REMINDER box: REMINDER: Time Card MUST be signed and dated. Time Card is due every other MONDAY (at the end of week 2) by 3:00 PM. Times recorded on time card must match your call in times. Summary table: Week 1 Total, Week 2 Total, Total for 2 wks.

FORM TC-103 SCH (REV.12/10)
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