

Timecard Procedure

Pacific Placement Temporary Division

Timecards are due in by the following Tuesday by noon of the week which you have worked (*for example*, if you work week ending Sunday 12/25 then your time card is due by the next Tuesday to follow 12/27).

Please make sure you fill out your timecard completely and accurately otherwise they may be delays in receiving your paycheck. Refer to the sample timecard below:

Please note: Give the client (the employer) the last golden colored copy for their records. Keep the pink copy for yourself and give the white and yellow copy to Pacific Placement.

1. Please put time only by quarter of an hour; use this site <http://www.1728.com/timecard.htm> to calculate timesheet; input total hours worked for the week and overtime hours if applicable
2. Input week ending date
3. Provide Supervisors signature (do not sign on behalf of your supervisor)
4. Provide Supervisors name
5. Name of Company for which you've worked
6. Circle if assignment is complete or not (no if your still working, yes if your assignment is complete) and if you want to pick up your check or to have it mailed
7. Your first and last name
8. Social Security Number (Only on the first timesheet)

Please fax or mail your timesheet; or drop off your timecard at our office between the hours of 8 am to 5 pm Monday through Friday.

If you have any additional questions please contact us at 415-989-0542.
Thank you.

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