



3100 W. Higgins Rd - Hoffman Estates - IL - 60169

phone: 847-490-5366 - fax: 847-490-5367 - email: timecards@andstaffing.com

Week End Saturday

00/00/0000

Company Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

NOTE TO EMPLOYER: Overtime is paid after 40 hours per week, equal to time and a half. You will be billed accordingly. Temporary employees may not operate or drive any motorized vehicle or operate any machinery without prior written consent by A. N. D. Staffing. A. N. D. Staffing shall not be held responsible for any defective components.

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

NOTE TO EMPLOYEE: It is your responsibility to send your completed timecard to A. N. D. Staffing by 10am Monday morning  
Upon completion of your assignment it is your responsibility to call in weekly with your availability

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Week Total |
|--------|--------|---------|-----------|----------|--------|----------|------------|
|        |        |         |           |          |        |          |            |

\*\*Report total WORKING hours for each day; for example most companies do not pay for lunch



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