



385 Airport Rd, Suite 105, Elgin IL 60123

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

Week End Saturday

00/00/0000

Company Name _____

Supervisor SIGNATURE _____

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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