



The Wright Way Company Inc.

submit completed time cards to:
lsamuels@wrightwayco.com

TIME CARD

Employee: _____ **Supervisor:** _____

Project: _____ **Week:** / / - / /

Job ID#: _____ **Employee's Job Title (Driver, Laborer, Flagger, etc.):** _____

Company Working for: _____ **Placard #:** _____

Please list the number of hours worked by the employee for the week in the table below and scan and submit the completed form back to Wright Way Staffing by noon on Monday for the employee to be paid on Friday. Time cards for the preceding week not received by noon on Monday will result in the employee being paid the following week. Supervisors must sign and verify all hours worked in order for the employee to be properly paid.

	Date	Time In	Time Out	Deductions	Daily Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total Hours	
				Rate per Hour	
				Expenses*	
				Total Due	

* Employees must submit receipts to verify expenses to be reimbursed. Employees must put their name at the top of each receipt and all receipts for the preceding week must be submitted to the payroll department by 12:00 noon on Monday to be included in the current week's payroll. The date of purchase and the nature of the expense must be visible on the receipt in order to be eligible for reimbursement.

Employee Signature **Date**

Supervisor Signature **Date**