ENGINEERING RESOURCE GROUP INC.

101 Gibraltar Drive, Morris Plains, NJ 07950
Tel: (973) 490-7000

Time Card for Faxing or Scanning & Emailing

Print out the form, fill it out, sign, obtain supervisor's signature, then:
1. Fax to **(973) 490-1957, or**
2. Scan and email to: **TimeCard@EngineeringResource.com**

mm/dd/yy

Time card for week ending Sunday (date):

Employee name:

Employee # :

Job Title:

Company # :

Company Name:

Company City / State:

		Hours to the nearest 15 minutes (write in 1/4 or .25)					
		TIME				TOTAL HOURS	
Day	Date	Start	Finish	(Lunch)		Regular	Overtime
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
	Total Hours for Week					Regular	Overtime
TOTAL HOURS							

Employee: I certify that the hours shown represent the total hours worked this week by me, and that the hours were properly verified and approved by my authorized supervisor.

Employee Signature: X

Client: Your signature represents that you are in agreement that the hours shown hereof are correct and that the work was completed in a satisfactory manner, and that you are authorized to approve these hours on behalf of your company.

Supervisor Name (please print):

Supervisor Title:

Supervisor Signature: X