



**PERSONNEL PLACEMENT SERVICE  
TEMPORARY ASSIGNMENT TIMECARD**

Firm Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Temp Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Week Ending: \_\_\_\_/\_\_\_\_/20\_\_

Hourly Rate of Pay: \$\_\_\_\_\_

Will this assignment continue?  Yes  No (assignment complete)  Unknown

<b>Day</b>	<b>Date</b>	<b>In</b>	<b>Lunch/Break</b>	<b>Out</b>	<b>Total Hours</b>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Weekend					
<b>Grand Total →</b>					

*The undersigned certifies that hours above are an accurate accounting of hours worked and does not include lunch or break periods when no work was performed.*

\_\_\_\_\_  
Temporary Employee Date

\_\_\_\_\_  
Administrator/Authorized Signature Date