



110A Baltimore Pike, Springfield, PA 19064 p - 610-604-0202 f - 610-604-0280
 81 Lancaster Ave., Malvern, PA 19355 p - 610-640-4111 f - 610-640-4140

Week Ending
 (Sunday)
 / /

Employee Name (PRINT)

CLIENT

NOTE: 4 HOUR DAILY MINIMUM ON ALL ASSIGNMENTS

Signature below constitutes full acceptance of all information on reverse side of form.

Sign here:

Print Name:

Date:

Title:

Total Weekly Hours Written in Words Below:

I certify that these hours were worked by me during the week ending shown, & were properly verified by an authorized representative of the client. I also certify that no accident or injury was sustained while working on this assignment.

Signature:

DEPT. &/or REPORT TO:

Reporting next week Yes No If no, available? Yes No

Check one: **DIRECT DEPOSIT** **MAIL**

DAY	DATE	TIME IN	LESS LUNCH	TIME OUT	TOTAL HOURS
MON					
TUE			Draw Line		
WED					
THU			Through Days		
FRI					
SAT			Not Worked		
SUN					

Show hours to nearest 1/4 hour (.25)

Terms and conditions listed below

TOTAL HOURS

TO RECEIVE YOUR PAYCHECK - THIS CARD MUST BE RECEIVED BY MONARCH STAFFING NO LATER THAN MONDAY AT 5:00 PM