

Medical Society Staffing Temporary Employee Time Card

4380 SW Macadam Avenue, Suite 215 * Portland, Oregon 97239 * (503) 227-2737 * Fax: 503-222-3164

Temporary Employee Name (Print): _____

Client / Clinic: _____

FAX TIME CARD FRIDAY : 503-222-3164

OFFICE USE ONLY

	1	2	3	4	5	6
Day	Date	AM Hours/Min. Worked	PM Hours/Min. Worked	Total Hours/Min. Worked Do not include lunch hour.	Lunch Hours/Min.	
Mon						
Tues						
Wed						
Thur						
Fri						
Sat						
Sun						
Grand Total						

Week end date _____

Client # _____

Employee # _____

BR _____

PR _____

PO # _____

By signing this time card, Client agrees to the Medical Society Staffing Terms and Conditions for Lease of Temporary Employees and Temp-to-Hire Employees, which have been previously distributed to you and are hereby incorporated by reference.

Client Authorized Signature: _____ Title: _____

I certify I worked the days and time recorded on this time card.

Temporary Employee Signature: _____

A minimum of four (4) hours will be billed as indicated in article three of the Agreement.

Work Week and Overtime:

In compliance with OAR 839-020-0030, MSS pays overtime in excess of over 40 hours in a work week. Overtime is calculated at 1.5 time's regular rate of pay. The work week is defined as 12:01 am Saturday and ends Friday at 12 midnight. Hours that flow into a Saturday will be part of and paid the following work week, and requires a separate time card. Each individual client who works a temporary employee overtime in a work week will be billed the overtime hours.

Instructions on how to complete the time card:

1. Put the clinic name at the top of the time card;
2. Place the date in column 2 next to the day you worked;
3. Place the total hours actually worked in the morning in column 3;
4. Place the total hours actually worked in the afternoon column 4;
5. Total the hours worked in the columns 3 and 4, put the sum in the total hours worked in column 5;
6. Record lunch period in column 6. This is not part of total hours worked in column 5.

Time cards are due at the end of your work week on Friday. **Fax the time card at the close of business on Friday.** Failure to submit a completed time card signed by an authorized clinic representative may delay the preparation of your paycheck.