

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 Monday and ends Sunday at 12:00 midnight. Any individual client, who works 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. Fax the time card at the close of the last business day of your work week. Failure to submit a completed time card signed by an authorized clinic representative may delay the preparation of your paycheck.