

Employee Name: _____

Employee Signature: _____

TIMECARDS SUBMITTED AFTER 30 DAYS WILL NOT BE ACCEPTED! Completed timecards must be submitted within 30 days of last work date listed. Timecard **MUST** be signed by both employee and company representative in order to be paid.



Dates Worked: (from) _____ (to) _____

	MON	TUE	WED	THURS	FRI	SAT	SUN
IN							
OUT							
IN							
OUT							
IN							
OUT							
TOTAL							

IMPORTANT:
Round off daily totals to nearest ¼ hour
Pay days are every other Friday

IMPORTANT
Deadline for returning timecards is Monday, 12 noon, each payroll week

Weekly Total

send or drop off:
2419 W. Main St Suite #4
Bozeman, MT 59718
406-586-0231
Fax: 406-586-1233
info@careersinmontana.com

By signing below, client company verifies the accuracy of these hours, and agrees to be billed accordingly. Company also agrees to pay a conversion fee amounting to 8% of worker's projected annual gross income (prorated), if this worker is transferred directly to the company's or another service's payroll in less than 60 full time work days (480 hours)

Client Company: _____ Company Signature: _____

Revised 9/2016

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ATTENTION: ALL CAREER CONCEPTS EMPLOYEES

The following is the procedure for completing and handing in your payroll timecards.

1. Make sure that your timecard is filled out completely. This includes:
 - Your Name
 - Your Signature
 - Dates worked (one week per timecard) i.e. 1/1/15 (to) 1/5/15
 - Fill in the hours worked each day, being sure to sign in and out for lunch, breaks, etc.
 - Hours are totaled by the day and then final weekly total. Hours should be rounded to the nearest quarter, i.e. 15 minutes after is .25 hours; 30 minutes after is .50 hours; 45 minutes after is .75 hours). **DO NOT USE MILITARY TIME.**
 - Fill in the “Client Company” where you worked
 - Have your supervisor sign by “Company Signature” after you have added up your hours for that week

2. Drop off your timecards to the Career Concepts office by **12 Noon**, on the **Monday of payroll** week. You are welcome to drop them off early also. If something prevents you from turning in your timecard as instructed, immediately call Career Concepts at 406-586-0231.

3. We prefer hard copies of your timecards, but you may also fax them to us by noon, on the Monday of payroll week. Our fax number is 406-586-1233. You can also scan and e-mail them to info@careersinmontana.com.

4. **TIMECARDS SUBMITTED AFTER 30 DAYS WILL NOT BE ACCEPTED!** Completed timecards must be submitted within 30 days of last work date listed. Timecard **MUST** be signed by both employee and company representative in order to be paid. It is **YOUR** responsibility to get your timecard completed and signed.

5. Payroll is processed every two weeks (bi-weekly). Paychecks are available on the Friday of payroll week for pick-up at the Career Concepts office between 8 am and 4:45 pm. Any paychecks not picked up will be mailed at the end of that day.

6. Career Concepts offers “Direct Deposit”. A form is attached if you decide to enroll.

Again, if you have any questions or concerns, please contact Career Concepts at 406-586-0231. Thank you.

Updated: 1/16/17