

Client Name:

Address:

Employee Name:

AIDent#:

DAY	DATE	START	LUNCH		FINISH	HOURS
			OUT	IN		
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
10 minute breaks		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Total hours

Timecards must be returned to SPS by 2 PM Monday.

Be sure to notify us if any of your contact information changes.



SEQUOIA PERSONNEL SERVICES

436 Harris Street

Eureka, CA 95501

P: (707) 445-9641

F: (707) 443-5627

payroll@sequoiapersonnel.com

Employer Authorized Signature:

Employee Signature: