



**TO BE PAID On-Time, Submit APPROVED**  
 Timecard BY **MONDAY at 2:00pm** Each Week

Email Timecards To:

**PAYROLL@Staff MattersInc.com**

## Timecard

Contractor Name: \_\_\_\_\_ Client / Company: \_\_\_\_\_

Week ending: \_\_\_\_\_ (Work Weeks End on Sundays at 11:59PM) City/State: \_\_\_\_\_

| DATE (month/day)   | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | Total |
|--|--------|---------|-----------|----------|--------|----------|--------|-------|
| <b>Straight Time</b> Hours Worked (Minus Lunch Breaks - enter as decimals where 15 minutes = 0.25, 30 minutes = 0.5, etc ) |        |         |           |          |        |          |        |       |
| Charge / Task / Accounting Code (if applicable)  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| Charge / Task / Accounting Code (if applicable)  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| Charge / Task / Accounting Code (if applicable)  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| <b>Overtime</b> [Calculated after 40 hours worked in work week, unless required by applicable local laws]                  |        |         |           |          |        |          |        |       |
| Charge / Task / Accounting Code (if applicable)  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| Additional Charge / Task / Accounting Codes  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| <b>Shift Differential</b>  |        |         |           |          |        |          |        |       |
| Charge / Task / Accounting Code (if applicable)  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| Additional Charge / Task / Accounting Codes  |        |         |           |          |        |          |        |       |
|  |        |         |           |          |        |          |        |       |
| EPST - Sick Time Usage* (Must be indicated here)   |        |         |           |          |        |          |        |       |
| Special Pay*   |        |         |           |          |        |          |        |       |
| Holiday (if applicable)  |        |         |           |          |        |          |        |       |
| <b>Total</b>   |        |         |           |          |        |          |        |       |

\*NOTES about anything unusual:

|   |   |                                     |                     |
|---|---|-------------------------------------|---------------------|
| <b>Contractor First &amp; Last Name</b>   |   |                                     | <b>Manager Name</b> |
| <b>Contractor Signature &amp; Date</b>  | <p style="color: red; font-weight: bold;">Check here if this is a final timecard</p> <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/> | <b>Manager Signature &amp; Date</b> |                     |
| Manager may Send email to Staff Matters with Name, Title, Company Name & Phone As An Approval |   |                                     |                     |