

Medical Society Staffing Temporary Employee Time Card

1221 SW Yamhill Street, Suite 410 • Portland, Oregon 97205 • (503) 227-2737 • Fax (503) 222-3164

Temporary Employee Name (Print): _____

Client / Clinic Name: _____

FAX TIME CARD FRIDAY: (503) 222-3164

OFFICE USE ONLY

Day	Date	Regular Hours	Sick Time	Lunch	Total Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours:					

Week end date _____

BR _____

PR _____

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

Authorized Client Signature: _____ Title: _____

Print Your Name: _____

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

Temporary Employee Signature: _____

A minimum of four (4) hours *may* 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 times 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 column 3;
4. Record lunch hour in column 5. This is not part of total hours worked in column 3;
5. If out sick, record total hours sick in column 4, then write total hours out in column 6;
6. Total the hours worked in the column 3, put the sum in the total hours worked in column 6.

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.