

Timecard Procedure

To report your weekly hours:

Your hours for the previous week must be reported **no later than Monday at 10:00 AM**. This deadline ensures there is sufficient time to process your paycheck and mail it out along with the rest of the paychecks on Wednesday afternoon.

The preferred method of reporting your hours is to **FAX** a copy of your timecard to (714) 459-7104 **OR EMAIL** a copy of your timecard to timecards@2roads.com. The timecard must be filled out completely, including your signature and the signature of your supervisor.

If, for any reason, you cannot fax your timecard to us by the Monday, 10:00 AM deadline, you must still report your hours by calling Two Roads (714-901-3804) and giving the hours over the phone. Calling in your hours allows Two Roads to initiate the normal processing of your paycheck. However, if you call in your hours, **you must still fax or email a copy of your signed, completed time card before we will release your check.**

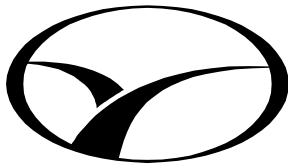
Payday is on Friday and your paycheck/paystub will be dated as such. Direct deposits will process on Friday and hard checks will be mailed on Wednesday. A new time card will be included with each paycheck sent out.

Please Note: It is your responsibility to notify both your on-site supervisor and Two Roads in advance of any absence or tardiness.

If you have any questions or concerns, please call (714) 901-3804 and ask for your Two Roads representative.

Two Roads Professional Resources, Inc.
5122 Bolsa Ave. Suite 110
Huntington Beach, CA 92649
(714) 901-3804
fax (714) 459-7104





TWO ROADS

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Weekly Time Sheet

WEEK ENDING (Sunday's Date): _____

Employee: _____ Title: _____
Company: _____ Contact Phone #: _____
Work Hours: _____ Department: _____

The following information is to be provided at your first week ending of employment:

Supervisor's Name / Title: _____ Contact Phone #: _____
Manager's Name / Title: _____ Contact Phone #: _____

Date	Morning		Meal Break	Afternoon		Regular Hours	Overtime Hours	Dbl-time Hours	Total Hrs.
	Time In	Time Out		Time In	Time Out				
Totals									

EMPLOYEE SIGNATURE: _____ DATE: _____

I, the above-signed employee, attest that the hours reported above are a true and accurate summary of all hours worked, reflecting employee's own record of each day's starting time, ending time and break times.

SUPERVISOR APPROVAL: _____ DATE: _____

I, the assigned supervisor, certify that I am authorized by the client to approve this time sheet. Additionally, I attest to the accuracy of this timesheet and that the employee has satisfactorily worked the hours reported.