

**Tributary Staffing**  
 1785 South 4130 West  
 Suite I-2  
 Salt Lake City, Utah 84104



## WEEKLY TIMECARD

Assigned Employees are to complete a timecard each Friday and turn it in by 1:00 p.m. on Monday.  
 Please complete appropriate sections and ask Client Representative to approve.  
 Fax to 801-366-4341 or email to [timecards@tributarystaffing.com](mailto:timecards@tributarystaffing.com)

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Employee First Name \_\_\_\_\_ Last Name \_\_\_\_\_

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Reports To \_\_\_\_\_ Start Date \_\_\_\_\_

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Client Company Name \_\_\_\_\_ Location \_\_\_\_\_

	MON	TUES	WED	THUR	FRI	SAT	SUN
<b>DATE</b>							
<b>TIME IN</b>							
<b>TIME OUT</b>							
<b>HOURS</b>							
<b>MINUS LUNCH</b>							
<b>TOTAL HOURS</b>							
						<b>WEEKLY TOTAL</b>	

I certify the above information is accurate and true:

Assigned Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Above information is accurate and work was performed in a satisfactory manner:

Client Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Pay periods run from Monday to Sunday. Assigned Employees are paid each Friday for the preceding weeks work. All earnings are paid via direct deposit. Check stubs are emailed each Friday to employee's personal email accounts.