

CDL Staffing Services
 4844 South Redwood Road
 Taylorsville, Utah 84123



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@CDLstaffingservices.com.

Employee First Name	Last Name
Reports To	Start Date
Client Company Name	Location

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

	MON	TUES	WED	THUR	FRI	SAT	SUN
PER DIEM							
STARTING MILES							
ENDING MILES							
TOTAL MILES							
	WEEKLY TOTAL MILES						

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.