



213 SW 4th St. Ste 100
 Madras, OR 97741
 P: (541) 475-7640
 F: (541) 475-7656

187 NW Second St.
 Prineville, OR 97754
 P: (541) 447-1299
 F: (541) 447-1889

465 NW Elm Ave Ste 101
 Redmond, OR 97756
 P: (541) 923-5260
 F: (541) 923-3509

2248 NE Division St.
 Bend, OR 97701
 P: (541) 382-0445
 F: (541) 389-6094

PAY PERIOD: 2-Week

CYCLE: Monday - Sunday, two weeks

TIMECARD DUE: The following Monday after the pay cycle

EMPLOYEE:

MONTH:

SIGNED BY EMPLOYEE:

	DATE	TOTAL HOURS	NOTES
MON			
TUES			
WED			
THURS			
FRI			
SAT			
SUN			
MON			
TUES			
WED			
THURS			
FRI			
SAT			
SUN			
Total Hours			

S/T	O/T	SICK	RATE	COMP	%	BR

COMPANY:

SIGNED BY SUPERVISOR: