



Capstone

PERSONNEL & STAFFING

CAPSTONE STAFFING P.O. Box 8744 Tyler, TX 75711-8744 Tel: (903) 526-8600 • Fax (903) 526-8601						
CLIENT NAME			WEEK ENDING SUNDAY			
ADDRESS			CITY			
JOB TITLE			JOB NUMBER			
AVAILABLE FOR WORK?		SOCIAL SECURITY NUMBER				
YES	NO	WHEN AVAILABLE?				
<input type="checkbox"/>	<input type="checkbox"/>					
EMPLOYEE MUST FILL IN BELOW		EMPLOYEE NAME				
<input type="checkbox"/> MAIL MY CHECK						
<input type="checkbox"/> HOLD MY CHECK						
EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HEREON REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME, AND WERE PROPERLY VERIFIED BY CLIENT.		EMPLOYEE SIGNATURE				
		X				
CLIENT: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS AS SET FORTH ON THE FRONT AND REVERSE SIDE HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED IN A SATISFACTORY MANNER						
AUTHORIZED SIGNATURE			TITLE			
X						
CLIENT NAME (PLEASE PRINT)			IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT?			
			<input type="checkbox"/> YES <input type="checkbox"/> NO			
HOURS TO NEAREST QUARTER HOUR						
DAY	DATE	TIME			TOTAL HOURS	
		START	FINISH	(LUNCH)	REGULAR	OVERTIME
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						
CLIENT			REGULAR		OVERTIME	
CLIENT WRITE TOTAL HOURS WORKED (IN WORDS) HERE			HOURS	MIN	HOURS	MIN
TOTAL HOURS TO NEAREST QUARTER HOUR. MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY			TOTAL HOURS			

FAX COMPLETED TIMECARD TO:

Tyler Area: 903.526.8601
 903.526.8605
 Outside of Tyler: 866.526.8601

INSTRUCTIONS:

1. Timecards must be faxed to Capstone prior to 10:00 AM on payday to be paid on that day.
2. Clearly print name of customer, including the floor or area assigned (e.g., "Fourth Floor, West")
3. Enter special instructions regarding delivery, if any.
4. Clearly print name of Employee/Independent Contractor.
5. Timecards must be signed by Employee/Independent Contractor.
6. Timecards must be signed (approved) by authorized representative of hospital/clinic/facility.
7. Enter time on appropriate line of timecard, and enter date of service.
8. Round time to nearest quarter of an hour, and enter total time on last line entitled "Total Hours".

Questions regarding timecards, payment, and billing matters should be directed to Dana Nichols, Office Manager, 903.526.8600 x206.