

PRESS HARD WHEN PRINTING TO EO EMPLOYEE: Mail original to EO. Leave Customer Copy with customer. Time card must be completed accurately and signed.

WEEK-END DATE (Sunday) **MAIL PROMPTLY EACH WEEK**

MONTH	DAY	YEAR
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OFFICE CODE [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

EO OFFICE (CITY) \_\_\_\_\_ ASSIGNMENT NUMBER [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

EMPLOYEE NAME (Print) \_\_\_\_\_

COMPANY WORKED \_\_\_\_\_

**DRAW LINES THROUGH DAYS NOT WORKED**  
Record Minutes to Nearest 1/4 Hour (See Back)

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					
MISC.				TOTAL HOURS WORKED THIS WEEK - THIS ASSIGNMENT	STRAIGHT TIME
				CUSTOMER MUST INITIAL OVERTIME	OVERTIME

EMPLOYEE: The above hours were worked by me for the week ending designated. I understand this time card must be signed by the customer's representative for approval for my paycheck to be issued. I will contact EO at the end of each assignment, otherwise EO may assume I am not available.

EMPLOYEE SIGNATURE \_\_\_\_\_

**CUSTOMER APPROVAL**

EO CUSTOMER: Your signature certifies approval of the above hours, and acceptance of terms and conditions on reverse side. There is a 4 hour minimum billing. Call your EO office if there are any questions. Draw lines through days NOT worked.

THANK YOU

CUSTOMER SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DIV/DEPT \_\_\_\_\_ P.O. # \_\_\_\_\_



HOME OFFICE COPY CORPORATE HEADQUARTERS

TO EO EMPLOYEE

- To receive your EO paycheck, you MUST fill out a time card for each assignment and for each week with the hours you have worked. You MUST fill in the assignment job number, all other information and have your time card signed by the customer.
- Affix First Class Postage to the Original. Postal regulations are that mail with insufficient postage is not forwarded but returned to sender.
- Mail Original. Leave customer copy with customer. Keep employee copy for your records.
- If you have a new address, change in marital status, change in tax deduction you must complete a new W-4 form and mail to EO.
- Be sure to call your local EO office when you complete your assignment.

Annotations include: 'Enter the Sunday week end date here.', 'City where your EO office is located.', 'Print your full name here.', 'Print name of company worked for here.', 'Include dates of days worked.', 'Record time worked and your lunch break to the minute.', 'Record total straight time here to the nearest quarter hour.', 'Sign your full name here.', 'Enter office code here.', 'Carefully record each job assignment number.', 'Record total hours to nearest quarter using decimal system. 15 minutes = .25, 30 minutes = .50, 45 minutes = .75, 60 minutes = 1.00.', 'Record total overtime to nearest quarter hour.', 'Signatures of company supervisor.'

THANK YOU FOR BEING AN EO EMPLOYEE

