



New Jersey | (646) 536-7340  
 Orlando | (202) 873-1546  
 Los Angeles | (248) 227-5062

**PLEASE PRINT LEGIBLY TO ENSURE ACCURACY**

**TIME CARD**

JOB NAME	JOB NUMBER	PHONE NUMBER	LOCATION OF JOB (City, State, Zip)
EMPLOYEE NAME	RATE	POSITION	EMAIL

Day	Date	Time In	Meal Break		Time Out	TOTAL HOURS	REG 1X	1.5X	2X	MEAL PENALTY	ADDITIONAL EXPENSES	COMMENTS
			Out	In								
SUN												
MON												
TUE												
WED												
THU												
FRI												
SAT												

<b>NOTES:</b>	<b>TOTALS</b>											
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FRI												
SAT												

<b>NOTES:</b>	<b>TOTALS</b>											
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IF YOU HAVE NOT ALREADY DONE SO, PLEASE COMPLETE THE "NEW EMPLOYEE STARTUP INFO" FORM:  
<https://www.total-media.com/forms>

MAKE SURE TO CHECK YOUR EMAIL FOR THE AUTOMATED WELCOME EMAIL FROM TRINET. THE LINK EXPIRES AFTER 48 HOURS. YOUR ACCOUNT MUST BE COMPLETED WITHIN THAT TIME TO ENSURE PAYROLL IS PROCESSED.

Employee Signature:		Approved By:	
Date:		Name & Title:	