



## Technical Communications

Employee Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Client Assigned To: \_\_\_\_\_ Week Ending: \_\_\_\_\_

Email: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<i>Total</i>
<b>Date:</b>								
<b>Regular Hours:</b>								
<b>Overtime Hours:</b>								

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

**Customer:** By your signature, you authorize the above hours are correct and that Clarity Consultants may pay our employee and invoice your company based upon these hours. By your signature, you also confirm that you are an authorized representative of your company for the purpose of approval of contractor timecards.

**Employee:**

- 1) Fill out the timecard completely and have your supervisor sign it for approval.
- 2) Be sure to include your daytime phone number and Email address on the timecard.
- 3) Have your timecard approver fax the timecard to 408-369-5995 or Email to [payrollJH@claritytechwriters.com](mailto:payrollJH@claritytechwriters.com) (for W2 employees) or [payrollVT@claritytechwriters.com](mailto:payrollVT@claritytechwriters.com) (for 1099 contractors).
- 4) Timecards are due every Monday by 5:00pm PST for the previous workweek.
- 5) If your timecard is not received by 5:00pm PST on Monday your pay may be delayed by 2 weeks. Paydays are every other Thursday in accordance with the payroll schedule.