



**STRONG STAFFING TIMECARD:**

Submit to: [SStafftimecards@hr.rochester.edu](mailto:SStafftimecards@hr.rochester.edu)

Doe, Jane

**PRINT** LAST NAME, FIRST NAME

*Jane Doe*

SIGNATURE

**SUPERVISOR MUST COMPLETE BOXED AREA:**

ACCOUNT NUMBER(S)		
OP123456	-1880	100 %
	-1880	%
	-1880	%
Print Supervisor name		
PRINT SUPERVISOR'S NAME		
Supervisors approval signature		
SUPERVISOR SIGNATURE supervisors information		
DEPARTMENT & PHONE NUMBER OF SUPERVISOR		

WHITE COPY  
YELLOW COPY  
PINK COPY

STRONG STAFFING OFFICE  
EMPLOYEE  
DEPARTMENT

1/1/2022

123456

PAY PERIOD ENDING

EMPLOYEE ID NUMBER

DAY	DATE	TIME IN	CIRCLE ONE	TIME OUT	CIRCLE ONE	LENGTH OF LUNCH	TOTAL HOURS	SICK HOURS	
SUN	12/19	7:50	AM	4:30	PM	30	8.16		
MON	12/20	8	AM	4:35	PM	30	8.08		
TUES	12/21	8	AM	4:30	PM	30	8		
WED	12/22		AM PM		AM PM			8	
THURS	12/23	8	AM	4:30	PM	30	8		
FRI	12/24		AM PM		AM PM		HOL		
SAT	12/25		AM PM		AM PM				
							WEEK #1 TOTAL	32.24	8
SUN	12/26		AM PM		AM PM				
MON	12/27	8	AM	4:15	PM	30	7.75		
TUES	12/28	8	AM	4:30	PM	30	8		
WED	12/29	8	AM	12:15	PM		4.25	3.75	
THURS	12/30	7:45	AM	4:30	PM	30	8.25		
FRI	12/31		AM PM		AM PM		HOL		
SAT	1/1		AM PM		AM PM				
							WEEK #2 TOTAL	28.25	3.75

**TOTALS ARE REQUIRED PRIOR TO SUPERVISOR SIGNATURE**

**\*\*See Instructions on back of Timecard\*\***

## **STRONG STAFFING EMPLOYEE RESPONSIBILITIES**

- For each pay period (or at the end of the assignment) complete the timecard for each day worked, including date, total number of hours worked (excluding meal periods) and indicate AM or PM. You may have to forecast hours for Friday afternoon and Saturday for the 2<sup>nd</sup> week of the pay period in order to meet the Strong Staffing payroll deadline.
- Have your supervisor sign the timecard and complete the information in the boxed area.
- Complete a separate timecard for each department in which you work.
- Bring timecard to the Strong Staffing office or fax timecard to 756-0198. When faxing timecard you **must** follow up with a phone call or email to the Strong Staffing office to confirm its receipt. Call 273-3934 or 275-0237, or email [sstafftimecards@hr.rochester.edu](mailto:sstafftimecards@hr.rochester.edu).
- If you fax timecard, **do not drop off or mail original**.
- The white copy of the timecard must be submitted to the Strong Staffing office according to the Strong Staffing payroll schedule. A copy of the schedule is available in the Strong Staffing office.
- Timecards must be submitted on time or paycheck will be delayed until the next pay period

## **SUPERVISOR'S RESPONSIBILITIES:**

- Verify the "time in" and "time out" entries, and the total number of hours worked per week.
- Complete all information requested in the boxed area, and sign your name verifying all hours reported are correct.
- Please note: You may have to forecast hours for Friday afternoon and Saturday for the 2<sup>nd</sup> week of the pay period in order to meet the Strong Staffing payroll deadline.
- Maintain the pink copy of the time card for your records.
- Your dept will be billed directly for the services of the Strong Staffing employee through the payroll system.
- Please contact Strong Staffing with any questions by calling 273-3934, or 275-0237.