


DATE	MON	TUES	WED	THURS	FRI	SAT	SUN	
START TIME								
LUNCH OUT								
LUNCH IN								
FINISH TIME								
STRAIGHT TIME								
OVER TIME								
DOUBLE TIME								
 Richmar Associates Inc. 283 Brookaw Road Santa Clara, CA 95050 Tel: 408.727.6070 Fax: 408.727.4465								WEEK ENDING COMPANY ASSIGNED TO PROJECT/DEPT. NUMBER EMPLOYEE NAME (PRINT) EMPLOYEE'S SIGNATURE WORK PHONE EXT. HOURS APPROVED CLIENT APPROVAL
								TOTAL HOURS WEEK ENDING COMPANY ASSIGNED TO PROJECT/DEPT. NUMBER EMPLOYEE NAME (PRINT) EMPLOYEE'S SIGNATURE WORK PHONE EXT. HOURS APPROVED CLIENT APPROVAL
NOTE TO EMPLOYEE: HOURS MUST BE CALLED IN TO RICHMAR NO LATER THAN 1:00 P.M. ON MONDAY OR CHECK WILL BE LATE. (408) 727-6070								SHIFT: <input type="checkbox"/> DAY <input type="checkbox"/> SWING <input type="checkbox"/> GRAVE

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