

3 COPIES - USE BALL POINT AND PRESS FIRMLY

# dickey

## staffing solutions



1880 Windsor Road  
Loves Park, IL 61111

(815) 636-4477

Check-In Line (815) 636-4484

Fax (815) 636-4486

E-mail: [dss@dickeystaffing.com](mailto:dss@dickeystaffing.com)

[www.dickeystaffing.com](http://www.dickeystaffing.com)

**TIME CARD MUST  
BE RECEIVED IN  
OUR OFFICE BY  
MONDAY AT 1:30 PM**

Week Ending Sunday

MTH	DAY	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Assignment Completed  (X)

Assignment Continuing  (X)

I understand I must call Dickey Staffing Solutions upon completion of my assignment to inform Dickey Staffing Solutions of my availability. Failure to do so indicates I have terminated my employment with Dickey Staffing Solutions. I certify that I have worked the hours recorded on this time ticket and that no accident or injury was sustained while working on the assignment unless so noted in the comments section.

Employee's Signature: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Day	Date	ROUND TO THE NEAREST .25 HOUR (15min = .25 hr, 30min = .50 hr, 45min = .75 hr)			
		Time Started	Time Finished	Less Mealtime	Total
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					
Sun.					

**TOTAL HOURS FOR WEEK**

Customer's Signature: \_\_\_\_\_



TO REORDER, CALL:



815.633.5500 OR TOLL FREE 800.584.9224

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



FIRST CLASS POSTAGE REQUIRED

Dickey Staffing Solutions  
PO Box 15068  
Loves Park, IL 61132-5068

