



Substitute Time Card

- Fill in information.
- Obtain approval signature from you supervisor.
- Fax to **(973) 490-1957**

| | | | | | | | | | | | | | | | | | | | | |
|--|----------------|--|--|--|------|--|----------------|-----------------|---------|----------|--|--|--|--|--|------|--|--|-------------|--|
| COMPANY NAME | | WEEK ENDING SUNDAY / / | |  ENGINEERING RESOURCE GROUP INC. Contract Engineering Staffing Morris Plains, New Jersey Tel: (973) 490-7000 • Fax: (973) 490-1957 | | | | | | | | | | | | | | | | |
| ADDRESS | | CITY | | | | | | | | | | | | | | | | | | |
| JOB TITLE | COMPANY NUMBER | EMPLOYEE NUMBER | | | | | | | | | | | | | | | | | | |
| EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HEREON REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME, AND WERE PROPERLY VERIFIED BY CLIENT. | | SOCIAL SECURITY NUMBER | | DAY | DATE | HOURS TO NEAREST QUARTER HOUR | | | | | | | | | | | | | | |
| EMPLOYEE NAME (Please Print) EMPLOYEE SIGNATURE X CLIENT: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS AS SET FORTH ON THE FRONT AND REVERSE SIDE HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED IN A SATISFACTORY MANNER. SUPERVISOR'S AUTHORIZED SIGNATURE X SUPERVISOR'S NAME (Please Print) | | <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> | | | | | | | | | | | | | | TIME | | | TOTAL HOURS | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | START | FINISH | (LUNCH) | REGULAR | OVERTIME | | | | | | | | | | |
| | | | | MON | | | | | | | | | | | | | | | | |
| | | | | TUES | | | | | | | | | | | | | | | | |
| | | | | WED | | | | | | | | | | | | | | | | |
| | | | | THUR | | | | | | | | | | | | | | | | |
| | | | | FRI | | | | | | | | | | | | | | | | |
| SAT | | | | | | | | | | | | | | | | | | | | |
| SUN | | | | | | | | | | | | | | | | | | | | |
| TOTAL HOURS FOR WEEK | | | | | | TOTAL HOURS  | REGULAR | OVERTIME | | | | | | | | | | | | |

Time Card