



3353 Walker Road
 WINDSOR, ONTARIO
 PH: (519) 977-7300 FAX: (519) 977-0300

WEEK ENDING SUNDAY

MONTH	DAY	YEAR
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COMPANY	
SUPERVISOR	
DEPARTMENT	
EMPLOYEE	
POSITION	

Day	Start Time	Finish Time	Lunch	Total Hrs.	Total Mins.
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

SUPERVISOR TO COMPLETE
AUTHORIZING SIGNATURE
TITLE

**RECORD YOUR SHIFTS TO THE NEAREST
 QUARTER HOUR. ALL INFORMATION MUST
 BE LEGIBLE FOR PROCESSING.**

FAX: (519) 977- 0300
 EMAIL: accounting@goudreaupersonnel.com
 OR DELIVER IN PERSON

GRAND TOTAL HRS	
REGULAR HRS	
OVERTIME HRS	
DBLE TIME HRS	

**TIMECARDS MUST BE SUBMITTED BEFORE NOON
 EVERY MONDAY TO RECEIVE PAYMENT.**