

Davis-Smith Payroll Policies & Procedures

INSTRUCTIONS

1. Leave original green copy with customer. 2. Mail two white copies to Davis-Smith 3. Pink copy is for employee's record.

YOUR NAME _____ SOCIAL SECURITY NO. _____

ADDRESS _____ Street _____ City _____ Zip _____ ORDER NO. _____

HOURS WORKED (Do not include lunch hours)

	MON	TUES	WED	THUR	FRI	SAT	SUN	
DATE								Show Dys PMs or MNs
SHIFT								
Total Hours Worked								

We understand that Davis-Smith, Inc. is an Employment Agency, and that the service it renders is made possible only by a substantial investment in recruiting, advertising and screening. Therefore, in consideration of this service, we agree, that in the event the above named person becomes employed by us within twelve months from this date to pay Davis-Smith, Inc. a service charge based on the standard Agency schedule.

Davis-Smith, Inc. 27656 Franklin Rd., Southfield, MI 48034 (248) 354-4100

TOTAL HOURS WORKED

STRAIGHT TIME	
Hrs.	Min.

OVERTIME	
Hrs.	Min.

CUSTOMERS SIGNATURE

COMPANY NAME

DIV. OR DEPT.

CITY

Green Copy – give to onsite supervisor
White Copies (both) – mail to Davis-Smith
Pink Copy – keep for your records

- Lunch hours must be deducted from the total hours worked.
Example: record 7.50 hours if your shift is 8 hours you take a 30-minute lunch
- Overtime is calculated after a 40-hour workweek.
- Hours should be rounded to the nearest quarter hour.
Example: 15 minutes = .25
30 minutes = .50
45 minutes = .75
- Timecards **must** be received in our office by the following Wednesday at 5pm. We accept timecards via mail or dropped off during business hours.
- We are **unable** to accept faxed timecards or hours phoned in by either the Client or employee.
- Use a separate timecard for each assignment.
- Paychecks can be picked up at Davis-Smith on Fridays between the hours of 7:15am and 4:45pm, if you are unable to pick it up, we will mail it to the address on your file.
- If you wish to have someone else pick up your paycheck, you must inform us in advance and that person will be required to show photo ID.

Please understand you are responsible for seeing that your timecard reaches us by Wednesday before 5pm. You **will not be paid** until the following week if we do not receive your timecard by the stated deadline. We encourage you to call on Wednesday to be sure your timecard has been received. We strongly suggest you do not leave a blank timecard with the Client to be completed and mailed in, as they may not send it in a timely manner. Processing payroll is very time consuming. We thank you in advance for your cooperation.