

Employee Name: _____

Employee Signature: _____

TIMECARDS SUBMITTED AFTER 30 DAYS WILL NOT BE ACCEPTED! Completed timecards must be submitted within 30 days of last work date listed. Timecard MUST be signed by both employee and company representative in order to be paid.



Dates Worked: (from) _____ (to) _____

	MON	TUE	WED	THURS	FRI	SAT	SUN	
IN								We pay to the exact decimal
OUT								
IN								Pay days are every other Friday.
OUT								
IN								Weekly Total
OUT								
TOTAL								

IMPORTANT:
Deadline for returning time cards is Monday @ 12 NOON each payroll week

Send or Drop Off:
1336 Stoneridge Drive #2
Bozeman, MT 59718
Office: 406-586-0231
info@careersinmontana.com

By signing below, client company verifies the accuracy of these hours, and agrees to be billed accordingly. Company also agrees to pay a conversion fee amounting to 8% of worker's projected annual gross income (prorated), if this worker is transferred directly to the company's or another service's payroll in less than 60 full time work days (480 hours)

Client Company: _____ Company Signature: _____

PO #: _____

Revised 9/2019

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Client Company: _____ Company Signature: _____

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Revised 1/2021

ATTENTION: ALL CAREER CONCEPTS EMPLOYEES

The following is the procedure for completing and handing in your payroll timecards.

1. Make sure that your timecard is filled out completely. This includes:
 - Your Name
 - Your Signature
 - Dates worked (one week per timecard) i.e. 1/1/21 (to) 1/5/21
 - Fill in the hours worked each day, being sure to sign in and out for lunch, breaks, etc.
 - Hours are totaled by the day and then final weekly total. Hours should be added to the exact decimal. **DO NOT USE MILITARY TIME.**
 - Fill in the “Client Company” where you worked
 - Have your supervisor sign by “Company Signature” after you have added up your hours for that week
2. Drop off your time-cards to the Career Concepts office by **12 NOON**, on the **Monday of payroll** week. You are welcome to drop them off early also. If something prevents you from turning in your time card as instructed, immediately call Career Concepts at 406-586-0231.
3. We prefer hard copies of your time-cards, but you may also scan and e-mail them to info@careersinmontana.com, or text them to 406-586-0231. When sending electronically, always wait for confirmation of receipt.
4. **TIMECARDS SUBMITTED AFTER 30 DAYS WILL NOT BE ACCEPTED!** Completed time-cards must be submitted within 30 days of last work date listed. Time-card **MUST** be signed by both employee and company representative in order to be paid. It is **YOUR** responsibility to get your time-card completed and signed.
5. Payroll is processed every two weeks (bi-weekly). Paychecks are available on the Friday of payroll week for pick-up at the Career Concepts office between 8 am and 4:45 pm. Any paychecks not picked up will be mailed at the end of that day.
6. Career Concepts offers “Direct Deposit”. A form is attached is you decide to enroll.

Again, if you have any questions or concerns, please contact Career Concepts at 406-586-0231. Thank you.