



## HOW TO FILL OUT YOUR TIME TICKET

Your time ticket is your “bill” for the hours you work. Safeguard it – it is the most important document you will use as Protocall employee. To be sure of being paid properly and on time, make sure that all entries are accurate and verified by your assignment supervisor. The completed ticket must be turned in by the designated branch deadline following the week you work, in order to be paid Friday. Please read below for further instructions.

1. Print the week ending date. All weeks end on a Sunday.
2. Print your first and last name.
3. Print your social security number.
4. Indicate all dates you worked that week.
5. Indicate exact time you started work each day.
6. With regard to your meal period, indicate the exact time you left and returned.
7. Indicate the exact time you finished work each day.
8. Indicate the total hours worked each day (meal periods must be deducted).
9. Add up your total hours worked for that week.
10. Your signature goes here
11. Fill in the name of the client.
12. Fill in the address of the client.
13. Ensure the client/supervisor prints their name.
14. Be sure to obtain the signature of the client/supervisor. **Healthcare employees: Daily client signature required.**

PROTOCOLL TIME TICKET										BRANCH #	WEEK ENDING (SUNDAY)	Employee SS#
										1	/ /	3
										Employee Name - Print		Employee Signature
										2		10
DAY	DATE MO/DAY/YR	START TIME	LUNCH IN OUT	END TIME	TOTAL HOURS FINISHED	AUTHORIZED CLIENT SIGNATURE	Assignment will carry yes / no (abbr)					
MON	4	5	6	7	8		ACCOUNTING USE ONLY CLIENT CODE					
TUE												
WED												
THUR												
FRI							EMPLOYEE INFORMATION I hereby certify that the hours shown herein were worked by me during the week ending designated, were certified by an authorized rep. of Client, I understand my assignment is not my assignment to carry additional work and I will not do so. I am not eligible for additional assignment. Furthermore, I certify I have not sustained work-related injuries or this assignment.					
SAT												
SUN												
										9	Total Time Worked for Week	
Company Name: 11												
Dept: _____												
Address: 12												
City/State/Zip: _____												
FOR CLIENT USE ONLY												
Authorized Client Name/Title - Printed: 13										Cost Center #		
Authorized Client Signature: 14										Overtime Authorization Initial: _____		
Company Name: _____												
Dept: _____												
										Your signature on this time ticket constitutes verification of hours worked by the employee as authorized to be so accordingly. In addition client signature agrees and understands the Terms and Conditions listed on reverse side of Client.		

## FAX TO YOUR BRANCH OFFICE

## TIME TICKET POLICY

- ◇ Your completed time ticket must be received by the Protocall office by Monday at 12:00 noon.
- ◇ Please verify with your Protocall branch office as to what time paychecks will be available for pick up. You must show proper identification in order to receive your paycheck.
- ◇ Checks will be mailed to employees on Friday at 6:00 p.m. Protocall will only mail checks that have not been picked up.
- ◇ If you designate someone to pick up your check, they MUST present:
  - proper identification
  - signed permission note from you with your name, social security number, their name and their social security number. **NOTE: NO NOTE AND IDENTIFICATION – NO CHECK!!!**
- ◇ If you must phone in a request for another individual to pick up your paycheck, the individual picking up your paycheck must show proper identification. If for any reason we feel the identification to be insufficient, Protocall may decline another individual from picking up your paycheck. This is in your best interest and for your protection.

## STANDARDS AND PROCEDURES (Please Read Carefully)

Assignments are as varied as the clients we serve. They can be for a single day, a week or for months at a time. If we call for an assignment, you are free to accept it or not. Just keep in mind that last-minute cancellations inconvenience both the client and us. If you accept an assignment, make sure you get all the facts you need to report promptly.

You are a very important part of our organization. The quality of service you deliver when working for this organization is important to our image. Equally important are attitude, punctuality and attendance. The better the performance of our employees, the more jobs available to them. Violation of any standards and procedures may result in termination of employment.

1. Being interviewed by this company does not guarantee employment.
2. You are expected to arrive on time for all assignments that you have accepted, however, if an emergency or any situation should arise causing you to be ten (10) minutes or more late or totally absent from the assignment, you must notify this company immediately. NO CALL/NO SHOW – failure to notify this company that you CANNOT report to work, after being scheduled to work, will result in termination. Four (4) hours of cancellation notice must be given at all times. Continuous cancellation of assignments once you have accepted them will result in termination.
3. Under no circumstance should you take property home that belongs to a client.
4. Do not make or accept any personal phone calls on client's phone.
5. Never discuss your rate of pay with anyone other than your staffing supervisor.
6. Time tickets must be accurately and completely filled out for each week you work and signed by the supervisor or client in order for your paycheck to be released. If you do not work a day, draw a line through hours worked (time ticket hours CANNOT be verified verbally – they must be signed.)
7. After your supervisor has signed your time ticket, you cannot make any changes. Changes must be authorized by our office. Any falsifying of hours or client's signature will result in termination and criminal prosecution. OVERTIME: Any hours over forty (40) hours must be authorized by this company. (For more detailed instructions on completing time tickets, refer to the time ticket instruction sheet.)
8. If any incident arises on your assignment, do not discuss with client. You must call this office immediately. Do not get into an argument with your supervisor or co-workers. Never leave an assignment early or walk off an assignment without approval from our office first. Do not accept an assignment if you cannot complete it (i.e., if you already have a scheduled doctor's appointment).
9. When calling in the evening hours after 6:00 p.m., or on the weekends, please limit your calls to just your availability and schedule changes. Our after hours staff do not have the resources to answer questions regarding checks or other general subjects. If you have a specific question, please call the office during regular business hours from 8:00 a.m. to 5:00 p.m. Monday through Friday.
10. Dress code for office assignments should be clean, neat and professional. Industrial employees must wear work boots and any safety equipment as required by the client and/or this company.
11. As an employee of this company, you are not authorized to accept any direct employment that may be offered to you by the client unless written authorization is obtained from this company. When approached about being hired, call our office immediately so that we may work out the details with you, (the employee) and the client.
12. If the nature or duration of your assignment changes while you are on the job, notify us immediately.
13. If there are any changes in your personal status that would affect your payroll information, such as changes of name, address, marital status or number of dependents, you must notify us in writing immediately.
14. According to the policies of this company, an employee must, upon completion of an assignment, contact this company and request placement in a new assignment. If such contact is not made, this company will consider the employee to have voluntarily quit employment and further assignments may not be offered. In addition, if a claim for unemployment benefits is filed, failure to contact this company may affect the employee's benefit eligibility.
15. If you are injured during the course of your employment with this company, you must report your injury to our office within 24 hours, even on weekends. If medical treatment is deemed necessary, employees must seek treatment with an authorized medical provider. A list of medical providers is given at the time of hire. Employees must report all work-related injuries to this company in order for medical treatment to be considered. All injuries are then investigated. Failure to report an injury within 24 hours may result in denial of consideration.

I have read and understand the standards and procedures set forth in this document. Additionally, I fully understand the Protocall time ticket policy. I further understand that I will not receive my paycheck on time should I fail to follow these instructions.

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**APPLICANT SIGNATURE**

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**INTERVIEWER**