



INSTRUCTIONS FOR TIMECARDS

Please follow these instructions for completing the Bradley Temps timecard, available on our website, www.bradleyburns.com.

GENERAL TIMECARD INSTRUCTIONS AND POLICIES

- Fill in your time on the computer, the form will automatically calculate your hours.
- Once your time is completed, print a copy of the form, sign it and have your supervisor approve it.
- **Fax or email timecards to our office by 5:00pm on Friday. You cannot be paid on time if your time card is not received by 10:00am on Monday.** Keep a copy at your assignment in the event that the fax is not received the first time.

Fax: 610-644-1038

Email: jobs@bradleyburns.com

- Checks will be mailed and/or available for pick-up on Wednesday after 10:00am.
- Please fill out a separate timecard for each week worked (week ending Sunday).
- Please check the box for **HOLD or MAIL** on your timecard, Any checks not picked up by **Friday at 3:00pm** will be mailed to you.

COMPLETE BEFORE PRINTING

Employee Name: type your name

Company Name: type the name of the company where your assignment is located

Week starting: type the date of the MONDAY starting the week, use the format month/day

Week ending: this cell will be automatically completed from the information you enter above

Time in: Using the 24 hour clock, please record the time you start the day. For instance, if you start at 8:20AM, type 8:20. The cell will be automatically formatted correctly.

Time Out: Using the 24 hour clock, please record the time you end the day, For instance, if you end at 5:30PM, type 17:30. The cell will be automatically formatted correctly.

Meal Break

Time Out: Using the 24 hour clock, please record the time you leave for lunch.

Time In: Using the 24 hour clock, please record the time you return from lunch.

Date: You can complete the date using the format month/day.

Social Sec. No: Type the last four digits of your social security number.

Hold/Mail Check: Using an 'x', please indicate your preference, hold my check for pick-up or mail my check. See above for policies related to these options.

Once you've completed all the information listed above, save a copy of your timecard on your computer, print a copy, and sign it. Have your supervisor approve your time with his/her signature. You can then fax your timecard, or scan it and email a copy of it. **24 Hour Clock Time**

Conversion Chart

<i>If the time is:</i> 6:00AM	<i>Then type:</i> 06:00
<i>If the time is:</i> 7:00AM	<i>Then type:</i> 07:00
<i>If the time is:</i> 8:00AM	<i>Then type:</i> 08:00
<i>If the time is:</i> 9:00AM	<i>Then type:</i> 09:00
<i>If the time is:</i> 10:00AM	<i>Then type:</i> 10:00
<i>If the time is:</i> 11:00AM	<i>Then type:</i> 11:00
<i>If the time is:</i> 12 NOON	<i>Then type:</i> 12:00
<i>If the time is:</i> 1:00PM	<i>Then type:</i> 13:00
<i>If the time is:</i> 2:00PM	<i>Then type:</i> 14:00
<i>If the time is:</i> 3:00PM	<i>Then type:</i> 15:00
<i>If the time is:</i> 4:00PM	<i>Then type:</i> 16:00
<i>If the time is:</i> 5:00PM	<i>Then type:</i> 17:00
<i>If the time is:</i> 6:00PM	<i>Then type:</i> 18:00
<i>If the time is:</i> 7:00PM	<i>Then type:</i> 19:00
<i>If the time is:</i> 8:00PM	<i>Then type:</i> 20:00