



Mainz Brady Group

creating your future together

PO Box 5643, Walnut Creek CA 94596
925-934-8100 (SF Office), 650.851.8800 (Silicon Valley Office) - Fax 650.649.1900

**Processing of your paycheck may be delayed if this card is not filled out completely, and accurately.
RETURN TO THE MAINZ BRADY GROUP BY MONDAY NOON**

Employee Name: _____

Company Assigned To: _____

Assignment Status: Continuing Finished Available

Date Worked	Time Started	Lunch In	Lunch Out	Time Finished	Total Regular Hours	Total OT Hours**	Total PTO Hours**
MON	/ /						
TUE	/ /						
WED	/ /						
THURS	/ /						
FRI	/ /						
SAT	/ /						
SUN	/ /						
Total Hours Worked This Week							

**** Must be approved by Manager**

Customer Signature _____ Date _____
I approve these hours for payment

Please print name and title _____

Employee 's Signature _____ Date _____
I have worked these hours and certify they are correct