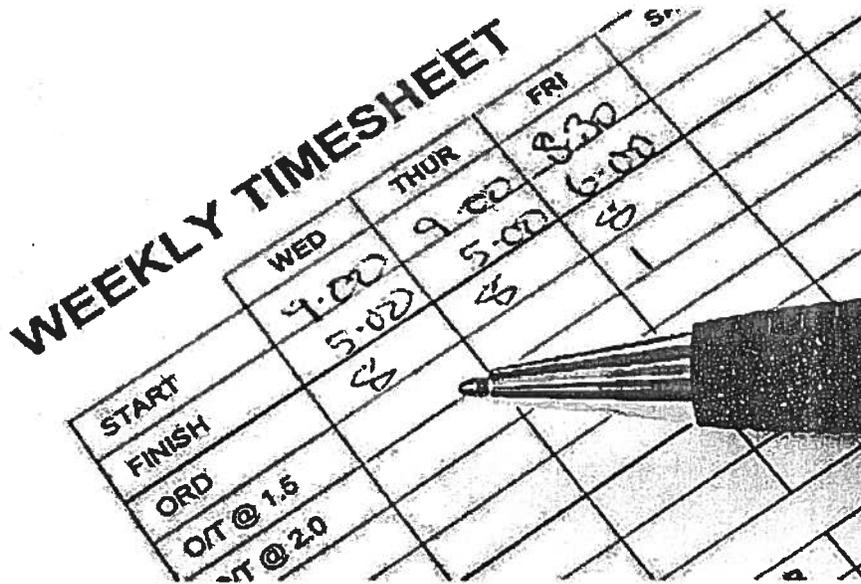


Time Card Processing



CAREER ALLIANCE

Specialized Personnel Services

EMPLOYEE INFORMATION

Time Card Processing

Record Your Time

Report all time to the nearest ¼ hour.

15 minutes = ¼ hour or .25

30 minutes = ½ hour or .50

45 minutes = ¾ hour or .75

Do not show odd minutes.

If you start work at 8:09 am – enter 8:15 am as your Time In Hours and minutes

If you start work at 8:36 am – enter 8:30 am as your Time In hours and minutes

Overtime

Because of labor laws governing working minors, you are encouraged not to exceed a 40 hour work week. You must notify Career Alliance immediately if you are asked to work over 8 hours any day or more than 5 days any week. You will not be compensated for unauthorized overtime.

Faxed Time Cards

Career Alliance will accept a faxed time card to facilitate the processing of your check. To receive a paycheck, you must fax a photocopy of your time card to Career Alliance at (510) 238-1670 before 12 pm Monday.* Immediately after faxing your time card, call to verify that we received it. Your check will be released only upon receipt of your signed timesheet by mail or fax.

Thank You!

Denise Berry,
Project Coordinator

Career Alliance
510.464.8060wk
510.410.2696 cell
510.238.1670 fax

denise@careeralliance.net

* NOTE: Career Alliance prefers
by end of shift on Friday.

