



3356 Regal Drive Suite A  
Alcoa, TN 37701

Office: 865.724.2215  
Fax: 865.724.1671

Company Name: \_\_\_\_\_

Start Week's (Monday) Date \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

|                                       |  | MON | TUES | WED | THURS | FRI | SAT | SUN | TOTAL HOURS |
|---------------------------------------|--|-----|------|-----|-------|-----|-----|-----|-------------|
| Date                                  |  |     |      |     |       |     |     |     |             |
| Mandatory Supervisor's Daily Initials |  |     |      |     |       |     |     |     |             |
| Hours                                 |  |     |      |     |       |     |     |     |             |

**Email completed timecards to payroll@gearrecruiting.com or Fax 865.724.1671**

Supervisors: Please save a copy of the completed timecard for your record each week.

**Worker's Comp Injury Statement**

Employee certifies no accident or injury was sustained while working on the assignment unless so noted in the comment section.

Comments \_\_\_\_\_

Employee Signature \_\_\_\_\_

**PLEASE NOTE: All time cards MUST be signed by Client Site Supervisor and turned into GEAR payroll TIMECARDS MUST BE FAXED OR EMAILED TO GEAR BY 10:00 A.M. (EASTERN) MONDAY MORNING**

Time cards that fail to have Client Site Supervisor's signature will be considered invalid and not approved for payroll.

In event employment is terminated either voluntary or involuntary employee is responsible for gaining the site supervisor's signature for time card approval.