

KTBLACK SERVICES

Timecards are due by 5:00pm MONDAY

Scan and Email your signed timecard to
payroll@ktblack.com

Check one:

Skilled Trades Skilled Energy KT Black Staffing Skilled Technical Skilled Safety

Name: _____

Contractor: _____

Week Ending (Sunday): _____

IF YOU DO NOT OBTAIN A SUPERVISOR'S SIGNATURE YOU WILL NOT BE PAID.

Timecards may be faxed toll-free to:

(888) 424-4564

If timecard is faxed, please call **(877) 232-2879** to make sure it was received.

Forgery is a criminal offense and prosecutable. **IF YOU FORGE OR FALSIFY YOUR TIME CARD, KTBLACK SERVICES WILL PROSECUTE TO THE FULLEST EXTENT OF THE LAW.**

Timecards must be submitted by 5:00pm on MONDAY following the week end.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DATE:							
Job City:							
Job Name or Job Number:							
Time in:							
Time out:							
Job Hours:							
Supervisor Initials:							

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Is this is a Prevailing Wage job? (check this box):

Yes No

Did you sustain an injury during this work period? (check this box):

Yes No

By submitting this timecard without an injury indication, I certify that I did not receive a work related injury during this work period.

Supervisor Signature: _____

Supervisor Printed Name: _____

I certify that I am authorized to incur charges for the hours listed for the above company, and hereby authorize KTBlack Services to invoice for those hours.

Supervisor Phone Number: _____