

Time cards must be received by
11:59pm Sunday



Scan and E-mail signed timesheets to:
payroll@ultimategroupllp.com

NAME: _____

CONTRACTOR: _____

CONTRACTOR SUPERVISOR: _____



Timecards may be faxed to:

816-960-4752

or text to :

816-888-9317

If you do not obtain a supervisor signature, you will not be paid.

(Payroll is processed Monday between 5:00 - 6:00 PM. If Monday is a holiday, payroll will be processed Tuesday.)

- Federal law requires that all your company paperwork must be completed before you can be paid.
- Forgery is a criminal offense and prosecutable. If you forge or falsify your time card, the Ultimate Group company will prosecute to the fullest extent of the law.

Date: _____

Job City: _____

Job Name or Job Number: _____

Time In: _____

Time Out: _____

Time In: _____

Time Out: _____

Job Hours: _____

Supervisor Initials: _____

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

If this is a Prevailing Wage job, check this box:

Supervisor Signature: _____

Supervisor Printed Name: _____

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

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

Supervisor Phone Number: _____

Date: _____