

WEEKLY TIME CARD

WEEK ENDING _____

| | | | |
|-----------------|------------------------|---------------|-------------|
| NAME | DEPARTMENT | SHIFT | FILE NUMBER |
| EMPLOYEE NUMBER | SOCIAL SECURITY NUMBER | PAYROLL CLASS | |

| DAY OF WEEK | MORNING | | AFTERNOON | | OVERTIME | | OFFICE USE ONLY | |
|-------------|---------|-----|-----------|-----|----------|-----|-----------------|----------|
| | IN | OUT | IN | OUT | IN | OUT | REGULAR | OVERTIME |

| | | | | | | | |
|---------------|--|--|--|--|--|--|--|
| MON | | | | | | | |
| TUES | | | | | | | |
| WED | | | | | | | |
| THUR | | | | | | | |
| FRI | | | | | | | |
| SAT | | | | | | | |
| SUN | | | | | | | |
| TOTALS | | | | | | | |

SIGNATURES

| | | | |
|----------------------|------|-----------------------|------|
| EMPLOYEE SIGNATURE | DATE | DEPARTMENT SUPERVISOR | DATE |
| SUPERVISOR SIGNATURE | DATE | PAYROLL DEPARTMENT | DATE |