

## 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

<b>MON</b>				
<b>TUES</b>				
<b>WED</b>				
<b>THUR</b>				
<b>FRI</b>				
<b>SAT</b>				
<b>SUN</b>				
<b>TOTALS</b>				

### SIGNATURES

EMPLOYEE SIGNATURE	DATE	DEPARTMENT SUPERVISOR	DATE
SUPERVISOR SIGNATURE	DATE	PAYROLL DEPARTMENT	DATE