

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