

## TIME CARD

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

<b>Date:</b>	Mon.	Tues.	Wed.,	Thurs.	Fri.	Comments
Start:						
End:						
Total Hours:						Grand Total for the Week:

<b>Date:</b>	Mon.	Tues.	Wed.,	Thurs.	Fri.	Comments
Start:						
End:						
Total Hours:						Grand Total for the Week:

<b>Date:</b>	Mon.	Tues.	Wed.,	Thurs.	Fri.	Comments
Start:						
End:						
Total Hours:						Grand Total for the Week:

<b>Date:</b>	Mon.	Tues.	Wed.,	Thurs.	Fri.	Comments
Start:						
End:						
Total Hours:						Grand Total for the Week:

Office Use Only:

Grand total hours: \_\_\_\_\_ Posted in Payroll: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Building Principal/Supervisor

***DUTY IS TO BE REPORTED BY THE END OF EACH MONTH AND TURNED INTO THE BOARD OFFICE BY THE 3<sup>RD</sup> OF THE MONTH FOR PAYMENT THE FOLLING MONTH***