

# 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