

TIMECARD

Employee

Name _____	Emp # _____
Position _____	SSN _____
Department _____	Manager _____

Miscellaneous

Pay Period

From: _____ To: _____

Approved By

Account Description	Account Code	M	T	W	Th	F	Sa	Su	Total Hours	
Total Hours										
								Total Overtime Hours		

*Calculated on a per-week basis.

Notes and Remarks

Office Use Only