## Sample Time Card with Instructions

### EMPLOYEE TIME SHEET

**PLEASE PRINT**

**NAME:** LAST                        FIRST  

**PAY PERIOD ENDING:**                                                                 **CODE:** A

**TO BE COMPLETED DAILY BY EMPLOYEE ONLY**

**WEEK** | **DATE** | **START** | **LUNCH** | **END** | **HOURS** | **G** | **WEEK** | **DATE** | **START** | **LUNCH** | **END** | **HOURS** |
---|---|---|---|---|---|---|---|---|---|---|---|---|
1 | | | | | | | | | | | | | |
**SUN** | C | D | E | F | | | | | | | | | |
**MON** | | | | | | | | | | | | | |
**TUE** | | | | | | | | | | | | | |
**WED** | | | | | | | | | | | | | |
**THUR** | | | | | | | | | | | | | |
**FRI** | | | | | | | | | | | | | |
**SAT** | | | | | | | | | | | | | |
**TOTAL HOURS** | | | | | | | | | | | | | |

**EMPLOYEE SIGNATURE** J **DATE**

**DEPT HEAD SUPERVISOR SIGNATURE** K **DATE**

**CODE** 4 DIGIT DEPARTMENT CODE

**LAST** ENTER LAST NAME OF EMPLOYEE

**FIRST** ENTER FIRST NAME OF EMPLOYEE

**DATE** 00/00 (MONTH AND DAY)

**START** WORK WEEK STARTS ON SUNDAY ENDS ON SATURDAY

**LUNCH** ENTER TIME YOU STARTED TO WORK-ROUND TO NEAREST QUARTER HOUR

**END** ENTER TOTAL HOURS PER DAY IN ONE OF THE FOLLOWING CATEGORIES

**HOURS** WRK-REGULAR HOURS WORKED PER DAY

**WRK** SICK-HOURS TAKEN DUE TO ILLNESS

**SICK** VAC-HOURS TAKEN FOR VACATION

**VAC** HOL-HOURS GIVEN FOR HOLIDAY

**HOL** REG-HOURS WORKED OVER 40 HOURS FOR WEEK ONE AND TWO

**REG** TOTAL HOURS WORKED OVER 40 HOURS FOR WEEK ONE AND TWO

**OVERTIME** ADD TOTAL HOURS WORKED OVER 40 HOURS FOR WEEK ONE AND TWO

**TOTAL** ADD COLUMNS L-P

**NOTE:** PLEASE FILL OUT TIME ACTUALLY WORKED