

NAME: _____

Time Card

Pay Period from to

Day of the month	Time IN	Lunch out	Lunch in	Time OUT	Hours Worked
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Check # _____

Date _____

Amt _____

Paydays are the
15th and last
day of the month

authorized by:

Employee Signature
