

Time Card

Employee Ed Hoot
 [Street Address] _____
 [Address 2] _____
 [City, ST ZIP Code] _____
 Week ending: 3/21/2010

Manager: _____
 Employee phone: _____
 Employee e-mail: _____

Day	Date	Regular Hours	Overtime	Sick	Vacation	Total
Monday	3/15/2010	8.00				8.00
Tuesday	3/16/2010	8.00	2.00			10.00
Wednesday	3/17/2010					
Thursday	3/18/2010					
Friday	3/19/2010					
Saturday	3/20/2010					
Sunday	3/21/2010					
Total hours		16.00	2.00			18.00
Rate per hour		\$ 10.00	\$ 15.00			
Total pay		\$ 160.00	\$ 30.00	\$ -	\$ -	\$ 190.00

 Employee signature Date

 Manager signature Date