

# Payroll Hourly Time Card

Name: \_\_\_\_\_  Student

S #: S \_\_\_\_\_  Non-Student Department: \_\_\_\_\_

Organizational # \_\_\_\_\_

Type of Work Performed \_\_\_\_\_

Date	Year	IN	OUT	IN	OUT	IN	OUT	Total for day	
	Saturday								
	Sunday								
	Monday								
	Tuesday								
	Wednesday								1 <sup>st</sup> Week
	Thursday								Total
	Friday								
	Saturday								
	Sunday								
	Monday								
	Tuesday								
	Wednesday								2 <sup>nd</sup> Week
	Thursday								Total
	Friday								

Rate of Pay \_\_\_\_\_ per hour      Total Hours \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_