

WORKSITE EMPLOYER: \_\_\_\_\_

TIME CARD (Non-exempt employees)

EMPLOYEE NAME: \_\_\_\_\_

WEEK ENDING: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

JOB/PROJECT: \_\_\_\_\_

<i>DAY</i>	<i>DATE</i>	<i>TIME IN</i>	<i>TIME OUT (LUNCH)</i>	<i>TIME IN (LUNCH)</i>	<i>TIME OUT</i>	<i>REG. HRS.</i>	<i>O/T HRS.</i>
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
<b>TOTAL</b>							

Employees Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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