office printable .com

MONTHLY TIME CARD

Part-time and on-call staff

EMPLOYEE NAME	EMPLOYEE ID	POSITION	MONTH AND YEAR	SUPERVISOR

Date	Day	Time in	Time out	Break (min)	Hours	Initials	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Total hours this month	
Overtime hours (weeks over 40)	
Hourly rate ($)	
Gross pay	

Employee signature / date

Supervisor signature / date