

WHARTON INDEPENDENT SCHOOL DISTRICT TIME CARD

Use a separate card for each pay period. Do not combine pay periods on same card.

Employee's Name

Employee ID Number

Extra Duty Position
(tutorials, games, CBAs, Sat. School, detention)

Full Time Position
(Teacher, Teacher Assistant, etc.)

Employee Signature

Date

Campus/Department

Principal or Supervisor

Date

Week Beginning	Monday Hours		Tuesday Hours		Wednesday Hours		Thursday Hours		Friday Hours		Saturday Hours		Hours Worked		
	Date	Start Time	Stop Time	Start Time	Stop Time	Start Time	Stop Time	Start Time	Stop Time	Start Time	Stop Time	Start Time		Stop Time	Total
DD-MM-YYYY	7:30	12:25	12:55	4:00	7:30	12:25	12:55	4:00	7:30	12:25	12:55	4:00	--	--	40

For Office Use only:
 Number of Hours _____ @ \$ _____ = \$ _____ Budget Code _____