

Time Card Worksheet

Instructions: Find the total hours worked on Sunday thru Thursday. Fill in your own hours and total hours on Friday and Saturday. Please show work on separate piece of paper.

Name _____

DAY	Morning IN	Morning OUT	Afternoon IN	Afternoon OUT	Total Hours
Sunday	10:30	2:40	3:35	6:15	
Monday	8:30	11:42	12:50	3:00	
Tuesday	10:22	1:45	2:15	5:55	
Wednesday	6:30	10:40	11:43	2:15	
Thursday	8:00	12:30	1:30	5:00	
Friday					
Saturday					

Reflection

What are some things you have to remember about filling out time cards?

Have you ever worked at a place that has time cards? If so where?