

# Weekly Time Card



Week Ending \_\_\_\_\_

Name	Department	Shift	File #
Employee #	Social Security # <b>PLEASE DO NOT ENTER INFORMATION</b>		Payroll Class

	Morning Hours		Lunch Hours		Afternoon Hours		Office Use Only	
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>Saturday</b>								
<b>Sunday</b>								
<b>Totals</b>								

**Signatures**

Employee	Date	Department Supervisor	Date
Supervisor	Date	Payroll Department	Date

**Time sheets** must be submitted, **via fax to our Duluth, GA office at (888) 316-1161**, on Monday of each week for the previous week in order to insure proper payment of all employees. Please contact our Duluth, GA office for optional **Internet submittal** of time sheets at (800) 746-0282.