AAC Timecard

*Round daily & weely totals up or down to the nearest quarter hour (.00, .25, .50, .75).

Name: _____

Month: _____

Month= month in which pay period ends

Timecard Position (circle one):

Tutor **SI leader**

checked for holidays___

checked for staff mtgs___

Checked by:_____

initials

Week 1 (months always start on the 21st and end on the 20th)

DATE:		Shift Total		Shift Total		Shift Total		Shift Total		Shift Total	
	M		T		W		Th		F		
In:											
Out:											
In:											**Week 1 Total Hrs**
Out:											
In:											
Out:											
*Daily Total**											

Week 2

DATE:		Shift Total		Shift Total		Shift Total		Shift Total		Shift Total	
	M		T		W		Th		F		
In:											
Out:											
In:											**Week 2 Total Hrs**
Out:											
In:											
Out:											
*Daily Total**											

Week 3

DATE:		Shift Total		Shift Total		Shift Total		Shift Total		Shift Total	
	M		T		W		Th		F		
In:											
Out:											
In:											**Week 3 Total Hrs**
Out:											
In:											
Out:											
*Daily Total**											

Week 4

DATE:		Shift Total		Shift Total		Shift Total		Shift Total		Shift Total	
	M		T		W		Th		F		
In:											
Out:											
In:											**Week 4 Total Hrs**
Out:											
In:											
Out:											
*Daily Total**											

Week 5

DATE:		Shift Total		Shift Total		Shift Total		Shift Total		Shift Total	
	M		T		W		Th		F		
In:											
Out:											
In:											**Week 5 Total Hrs**
Out:											
In:											
Out:											
*Daily Total**											

Please complete

Monthly Total	
Total Hrs	
Payrate	x $9.00
Gross	$