MILAN SCHOOL CORP -- CLASSIFIED EMPLOYEE

NAME_____

TIMECARD ENDING DATE _____

POSITION_____

PAYROLL CHECK DATE _____

	DATE	ARRIVAL	LUNCH/SUPPER OUT --- IN	DEPARTURE	TOTAL HOURS
WEEK #1					
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____
Total Number of Hours - Week #1					_____
WEEK #2					
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____
Total Number of Hours - Week #2					_____

_____

Administrative Signature