

MILAN SCHOOL CORP -- CLASSIFIED EMPLOYEE

NAME _____

TIMECARD ENDING DATE _____

POSITION _____

PAYROLL CHECK DATE _____

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

_____ Administrative Signature