

# AAC Timecard

\*Round daily & weekly 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:	M	Shift Total	T	Shift Total	W	Shift Total	Th	Shift Total	F	Shift Total	
In:											
Out:											
In:											
Out:											
In:											
Out:											
Daily Total*											
											<b>Week 1 Total Hrs</b>

## Week 2

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

## Week 3

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

## Week 4

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

## Week 5

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

Please complete

<b>Monthly Total</b>

Total Hrs

Payrate x \$8.00

Gross \$

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