

Wage Hourly Time Card



Name: A#

Month: Year:

Enter the date in the small box and your hours in the main section of each day. Indicate hours in 15 minute increments (i.e., 1.0; 1.25; 1.50; 1.75)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>						Hourly Rate	
Employee's Signature						Date	
<input type="text"/>						Total Pay	
Supervisor's Signature						Date (tab to auto-fill)	

Time cards are due to the SSWA office by the 15th and 30th/31st of each month. If this day falls on a weekend/holiday. Please have it to the office the business day prior. It is the employee's responsibility to complete their timecard, have it signed and submitted in time for payroll. A courtesy email may be sent bi-weekly from the department as a reminder.

Thank you,

To submit this time card: Click on submit by email button and send to your supervisor for their approval. If you are using your mobile device. Download the Adobe App from the iTunes store to view, enter and submit your time card.

Submit by email