

King's College Time Card

Employee Name _____

Employee Department _____

Account Number _____

Days	Date	IN	OUT	IN	OUT	Regular Hours		Overtime Hours	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Total Hours									

Employee Signature _____

Supervisor Signature _____

Pay Date _____

King's College Time Card

Employee Name _____

Employee Department _____

Account Number _____

Days	Date	IN	OUT	IN	OUT	Regular Hours		Overtime Hours	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
Total Hours									

Employee Signature _____

Supervisor Signature _____

Pay Date _____