

TIME CARD

Name: _____ Month: _____

This time card must be filled out, signed by you and your supervisor, and turned in no later than the fourth day of the following month. (For example, your April time card would be due no later than May 4th).

Indicate the number of hours worked each day in the space provided. Be sure to indicate the total hours worked during the month.

Date	# Hours Worked		Date	# Hours Worked		Date	# Hours Worked
1			11			21	
2			12			22	
3			13			23	
4			14			24	
5			15			25	
6			16			26	
7			17			27	
8			18			28	
9			19			29	
10			20			30	
						31	

Monthly Total: _____

I certify that the above record of time worked is correct.

Student's Signature

Date

Supervisor's Signature

Date