



7701 Grand River, Suite100, Brighton, MI
Phone: (810) 227-7544 Fax: (810) 227-0810

ADMINISTRATIVE STAFF TIME CARD

WEEK ENDING:

	DATE	IN	OUT	IN	OUT	ABSENCE CODE	TOTALS
S							
M							
T							
W							
T							
F							
S							

TOTAL HOURS:

Employee Name (print): _____

Employee Signature: _____

Supervisor Signature: _____

Signing certifies the hours shown are correct.

Exempt Non-Exempt

x:\data\wp\forms\current\admin\Admin Time Card

WEEK ENDING:

	DATE	IN	OUT	IN	OUT	ABSENCE CODE	TOTALS
S							
M							
T							
W							
T							
F							
S							

TOTAL HOURS:

TIME SUMMARY

Reg. Time	<input type="text"/>
Overtime	<input type="text"/>
Vacation (PTO)	<input type="text"/>
Holiday	<input type="text"/>
Other	<input type="text"/>

O = Other (Jury Duty, Death in Family, etc.)

11/30/2004



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