

# TIMECARD- Exempt

<POSITION NAME>

NAME: \_\_\_\_\_

WEEK OF: \_\_\_\_\_ TO \_\_\_\_\_ REGION: \_\_\_\_\_

SITE: \_\_\_\_\_

- |   |   |
|---|---|
| <p><b>S</b> - Sick</p> <p><b>H</b> - Holiday</p> <p><b>V</b> - Vacation</p> <p><b>P</b> - Personal</p> <p><b>J</b> - Jury</p> | <p><b>A</b> 1 -</p> <p><b>C</b> 2 -</p> <p><b>T</b> 3 -</p> <p><b>I</b> 4 -</p> <p><b>V</b> 5 -</p> <p><b>I</b> 6 -</p> <p><b>T</b> 7 -</p> <p><b>Y</b> 8 -</p> |
|---|---|

DAY	DATE	S	H	V	P	J	1	2	3	4	5	6	7	8	TOTAL
Sunday															
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
Saturday															
<b>Total</b>															
		<b>S</b>	<b>H</b>	<b>V</b>	<b>P</b>	<b>J</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	

To the best of my knowledge I certify that this timecard is accurate and complete. I understand that false information on this timecard is reason for dismissal.

<b>Employee:</b>	<b>Supervisor:</b>
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