River Valley School District
EMPLOYEE TIMECARD 2023-24

Please complete time in, time out (including lunch) and hours worked per day, and total hours worked in week. List any reimbursable, holiday, dock time in comments, not as hours worked. Include comment for additional time worked.

Employee Name	Building	Job Classification

Week 1

2022-23	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Comments
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
					TOTAL HOURS WORKED		

Week 2

2022-23	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Comments
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
				`			
					TOTAL HOURS WORKED		

*If a 3 week payroll, use another page. If you do not work during one of the three weeks, skip that week and use Week 1 & 2.

Employee Signature: _____   Supervisor Signature: _____

PAYROLL DATE	DATES COVERED	PAYROLL DATE	DATES COVERED
July 5, 2023	June 5 - June 16	January 5, 2024	Nov 27 - Dec 8
July 20, 2023	June 19 - June 30	January 19, 2024	Dec 11 - Dec 29 *3rd week is Winter Break*
August 4, 2023	July 3 - July 14	February 5, 2024	Jan 1 - Jan 12
August 18, 2023	July 17 - July 28	February 20, 2024	Jan 15 - Jan 26
September 5, 2023	July 31 - Aug 11	March 5, 2024	Jan 29 - Feb 9
September 20, 2023	Aug 14 - Aug 25	March 20, 2024	Feb 12 - Feb 23
October 5, 2023	Aug 28 - Sept 8	April 5, 2024	Feb 26 - Mar 8
October 20, 2023	Sept 11 - Sept 22	April 19, 2024	Mar 11 - March 29 *3rd week is Spring Break*
November 3, 2023	Sept 25 - Oct 13	May 3, 2024	April 1 - April 12
November 20, 2023	Oct 16 - Oct 27	May 20, 2024	April 15 - April 26
December 5, 2023	Oct 30 - Nov 10	June 5, 2024	April 29 - May 10
December 20, 2023	Nov 13 - Nov 24	June 20, 2024	May 13 - May 31