

# River Valley School District

## EMPLOYEE TIMECARD 2024-25

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

2024-25	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Comments
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
TOTAL HOURS WORKED							

### Week 2

2024-25	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, 2024	June 3 - June 14	January 3, 2025	Dec 2 - Dec 13
July 19, 2024	June 17 - June 28	January 17, 2025	Dec 16 - Jan 3 2nd week is Winter Break
August 5, 2024	July 1 - July 12	February 5, 2025	Jan 6 - Jan 17
August 20, 2024	July 15 - Aug 2	February 20, 2025	Jan 20 - Jan 31
September 5, 2024	Aug 5 - Aug 16	March 5, 2025	Feb 3 - Feb 14
September 20, 2024	Aug 19 - Aug 30	March 20, 2025	Feb 17 - Feb 28
October 4, 2024	Sept 2 - Sept 13	April 4, 2025	Mar 3 - Mar 14
October 18, 2024	Sept 16 - Sept 27	April 18, 2025	Mar 17 - April 4 2nd week is Spring Break
November 5, 2024	Sept 30 - Oct 18	May 5, 2025	April 7 - April 18
November 20, 2024	Oct 21 - Nov 1	May 20, 2025	April 21 - May 2
December 5, 2024	Nov 4 - Nov 15	June 5, 2025	May 5 - May 16
December 20, 2024	Nov 18 - Nov 29	June 20, 2025	May 19 - June 6