

# RIVER VALLEY SCHOOL DISTRICT

## Employee Time Card

EMPLOYEE NAME \_\_\_\_\_

BUILDING \_\_\_\_\_

JOB CLASSIFICATION \_\_\_\_\_

	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Comments
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
Sat.							
Sun.							

TOAL HOURS WORKED FOR THE WEEK

Supv.'s Approval \_\_\_\_\_

**Time Cards are due in the Business Office EVERY Friday at noon.**

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