Wharton ISD Time Card

Employee Name (Print) _____

Principal/Supervisor _____

Full Time Position _____

Employee Signature _____

Date _____

Campus / Department _____

Date Signed / Turned in _____

*** Please use a separate timesheet for different pay periods.**

	Date Worked	Start Time	Stop Time	Extra Duty Position		Total Hours Worked
Example	10/15/24	4:00	5:00	After School Tutorials		1
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Remember to take out time for your Lunch Break. **Total Hours =**

For Office Use Only:

_____ @ $_____ = $_____

# of Hours Rate Total Pay

_____

Budget / Payroll Code