

# SECTION 1-3 Weekly Time Card

When you work for a business that pays on an hourly basis, you are usually required to keep a timecard. The timecard shows the time you reported for work and the time you departed each day.

**Total Hours = Sum of Daily Hours**

Compute the hours worked for each day on the timecards. Round each half of the day to the nearest quarter hour. What are the total hours for the week? What is the total pay for the week?

1. **TEMPORARY EMPLOYEE TIMECARD**

DATE	IN	OUT	IN	OUT	HOURS
9/13	7:00	11:00	11:30	4:45	
9/14	8:10	11:35	12:30	4:35	
9/15	8:10	12:00	12:40	4:10	
9/16	8:20	11:50	12:50	4:50	
9/17	7:05	11:09	11:50	3:30	
EMPLOYEE SIGNATURE		RATE PER HOUR: \$8.50		TOTAL HOURS	

NAME: Amanda Tacket  
DEPT: Accounting  
Note: No overtime rate.

2. **TEMPORARY EMPLOYEE TIMECARD**

DATE	IN	OUT	IN	OUT	HOURS
4/5	8:00	12:00	1:00	5:00	
4/6	8:10	11:40	12:40	4:10	
4/7	8:00	12:05	12:55	5:20	
4/8	8:30	11:35	12:15	4:30	
4/9	7:50	11:55	12:40	5:00	
4/10	7:30	11:45			
EMPLOYEE SIGNATURE		RATE PER HOUR: \$8.40		TOTAL HOURS	

NAME: Akina Tanaka  
DEPT: Auto Parts  
Note: Overtime is 1½ on hours over 40.

3. **TEMPORARY EMPLOYEE TIMECARD**

DATE	IN	OUT	IN	OUT	HOURS
8/8	7:00	11:15	12:10	4:10	
8/9	6:50	11:00	11:50	4:00	
8/10	7:10	11:46	12:34	3:58	
8/11	7:10	11:10	12:00	4:35	
8/12	7:05	10:55	11:41	3:25	
EMPLOYEE SIGNATURE		RATE PER HOUR: \$7.50		TOTAL HOURS	

NAME: Eugene Mueller  
DEPT: Sales  
Note: No overtime rate.

4. **TEMPORARY EMPLOYEE TIMECARD**

DATE	IN	OUT	IN	OUT	HOURS
3/19	3:30	7:30	8:15	12:10	
3/20	3:25	7:40	8:30	11:25	
3/21	3:32	7:29	8:10	11:30	
3/22	3:23	7:25	8:05	12:00	
3/23	3:40	7:40			
3/24	12:15	6:15			
EMPLOYEE SIGNATURE		RATE PER HOUR: \$13.28		TOTAL HOURS	

NAME: Nina Surovy  
DEPT: Factory Shop  
Note: Overtime is 1½ on hours over 40 and all Saturday hours.