

INDIVIDUAL TIME RECORD

NAME: _____

DEPARTMENT: _____

DATE	TIME IN	TIMEOUT	NO. HRS

DATE	TIME IN	TIMEOUT	NO. HRS

TOTAL HOURS _____

TOTAL HOURS _____

NAME: _____

DEPARTMENT: _____

DATE	TIME IN	TIMEOUT	NO. HRS

DATE	TIME IN	TIMEOUT	NO. HRS

TOTAL HOURS _____

TOTAL HOURS _____

RATE \$ _____

GRAND TOTAL HOURS _____

Employee's Signature: _____

Supervisor Signature: _____

Superintendent Signature: _____