

# Carbon County Library System Time Card

Pay Period (include year): \_\_\_\_\_

	Time In & Out	Less Meal Time	Total Time		Time In & Out	Less Meal Time	Total Time
SUN	_____	_____	_____	SUN	_____	_____	_____
MON	_____	_____	_____	MON	_____	_____	_____
TUE	_____	_____	_____	TUE	_____	_____	_____
WED	_____	_____	_____	WED	_____	_____	_____
THU	_____	_____	_____	THU	_____	_____	_____
FRI	_____	_____	_____	FRI	_____	_____	_____
SAT	_____	_____	_____	SAT	_____	_____	_____
<b>TOTAL TIME WORKED</b>			_____	<b>TOTAL TIME WORKED</b>			_____

***Timecards are due by Monday at 10:00 am after each time period.***

Printed Name: \_\_\_\_\_

Employee Signature & Date: \_\_\_\_\_

For Branch employees, if sub(s) worked, list sub names(s):

\_\_\_\_\_

Work Location: \_\_\_\_\_

**Office Use Only**

Week 1 + Week 2  
Hours Worked: \_\_\_\_\_

PTO Hours Used: \_\_\_\_\_

Holiday Hours Used: \_\_\_\_\_

Other Hours Used: \_\_\_\_\_

Total Hours Paid: \_\_\_\_\_