

# OWE Monthly Time Card

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Weekly Hrs.
Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	_____
Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	_____
Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	_____
Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	Date _____ Time _____ Hours _____	_____

Student \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Hourly Rate \_\_\_\_\_

**INSTRUCTIONS:**

- 1) Write the date for each day of the week. Example: 9/25
- 2) For each day write the range of hours worked. Example: 3-8 pm
- 3) Write the number of hours worked each day. Example: 5
- 4) Place the total hours worked for each week in the right hand column.
- 5) Attach a copy of one pay stub for the month. Write the month in top box.

Student's Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Employer's Signature \_\_\_\_\_  
 Date \_\_\_\_\_