

Noble Local School District Employee Time Card

Employee's Name

Employee's Position

Day	Date	Time In	Time Out	Time In	Time Out	Regular Hours	Overtime Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total Regular Hours							
Total Overtime Hours							

Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total Regular Hours							
Total Overtime Hours							

Employees shall not exceed regular work day unless prior authorization has been granted by the proper administrative officer.

Employee's Signature / Date

Supervisor's Signature / Date