

**SEMI MONTHLY TIME CARD**  
(PAYABLE 15<sup>th</sup> OR LAST DAY OF THE MONTH)

|                       |                   |             |            |              |            |            |            |              |
|-----------------------|-------------------|-------------|------------|--------------|------------|------------|------------|--------------|
| <b>Name:</b>          | <b>Account #:</b> |             |            |              |            |            |            |              |
| <b>Employee #:</b>    | <b>Approval:</b>  |             |            |              |            |            |            |              |
| <b>Week Covering:</b> | <b>MON</b>        | <b>TUES</b> | <b>WED</b> | <b>THURS</b> | <b>FRI</b> | <b>SAT</b> | <b>SUN</b> | <b>TOTAL</b> |
| DATE (mm/dd) ⇒        |                   |             |            |              |            |            |            |              |
| HOURS ⇒               |                   |             |            |              |            |            |            |              |

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Cut along the line

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| DATE (mm/dd) ⇒        |                   |             |            |              |            |            |            |              |
| HOURS ⇒               |                   |             |            |              |            |            |            |              |

**Submit Form To:** Payroll Department. Any inquiries should be directed to this department at (519) 253-3000 ext. 2138