

PWS Hourly Employee Time Card

Due by 5:00 p.m. on pay period Friday!

Name:	BYU ID #:	Pay Period End	Supervisor:

Date		In	Out	In	Out	In	Out	In	Out	Total
	16									
1	17									
2	18									
3	19									
4	20									
5	21									
6	22									
7	23									
8	24									
9	25									
10	26									
11	27									
12	28									
13	29									
14	30									
15	31									

Total Hours Worked:	
----------------------------	--

NOTE:

- Make sure to click on the correct days you worked (it will automatically make a check mark).
- When putting in your time, make sure you do the following: **9:00am**. It will then automatically convert to military time. This will make it easier to calculate your hours.