

Seahorse Swim School, Inc.	Employee:	
Pay Period # From	to	YEAR

Timecards are due every other **Saturday** as listed on Payroll Schedule. To ensure accuracy, note hours worked on each day you work. If you are working off – site you need to add your hours & job details on your timecard before the end of the pay period. Hours not noted on current timecard will have to be noted in the next pay period. Extra time spent needs to be documented and approved.

Day & Date		In	Out	Sub total	In	Out	Subtrotal	TOTAL	Location	For Office Use Only Total Verified Hours Initials Mgr.	
										_	_

Total Hours:	Seascape (SSC):	OFFICE: _	LG GI	G :
OTHER:	Note task:			
Employee Si	ignature:	Date:		
Supervisor S	signature:	Date:	FAXED to payroll: _	

Notations used for locations:

SSC- Seascape Sports Club, Aptos LG GIGS: note location

Time Notations: 15 minutes. = 25 $\frac{1}{2} \text{ hour} = .5$ 45 minutes = .75