



# Odyssey Associates

## EMPLOYEE TIME CARD INTERNAL

NAME OF EMPLOYEE: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

WORK LOCATION / LOCATIONS: \_\_\_\_\_

IF MULTIPLE LOCATIONS, INDICATE IN LOCATION COLUMN

PAY PERIOD FROM: \_\_\_ / \_\_\_ / \_\_\_ TO: \_\_\_ / \_\_\_ / \_\_\_

DATE	DAY	IN	OUT	IN	OUT	TOTAL	LOC
	MON						
	TUE						
	WED						
	THU						
	FRI						
	SAT						
	SUN						
	WEEKLY TOTAL BY LOCATION						
	WEEKLY TOTAL BY LOCATION						

TOTAL REGULAR TIME \_\_\_\_\_ TOTAL OVERTIME \_\_\_\_\_ PTO \_\_\_\_\_ HOLIDAY \_\_\_\_\_

I CERTIFY THAT I, HAVE/HAVE NOT (CIRCLE ONE), HAD AN ON THE JOB INJURY FOR THIS PAY PERIOD AND THESE HOUSE ARE TRUE AND CORRECT

EMPLOYEES SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MANAGEMENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR OR MANAGER: IF THE EMPLOYEE WAS ABSENT OR LATE, STATE THE REASON AND THE ACTION TAKEN.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMPLOYEES WILL WORK THEIR SCHEDULED 8 HOUR SHIFT OR AS SCHEDULED. 1 HOUR FOR LUNCH. TIME OFF MUST BE APPROVED. OVERTIME MUST BE PRE-APPROVED. TARDY OR UNEXCUSED ABSENCE TIME CANNOT BE MADE UP! EMPLOYEE MAY USE PTO TIME TO MAKE UP TIME LOSS, SUBJECT TO APPROVAL OF MANAGEMENT.