THE EMPLOYER GROUP
HR & PAYROLL OUTSOURCING EXPERTS
OPERATE SMARTER

SEMI-MONTHLY TIME CARD

Employee Name: _____ Pay Period End Date: _____ - _____ - _____

Subscriber: _____ Location: _____

INSTRUCTIONS:

1. Enter your start and stop times (to the nearest minute) in the WORK RECORD section. Required for ALL employees.
2. Any time worked that is over 40 hours in one week should be entered in the Overtime column and approved by your supervisor.
3. At the end of the pay period, total the hours worked in each category and enter in the TOTAL FOR THE PAY PERIOD section.
4. Sign your time card and submit to your supervisor for approval.
5. All time will be calculated using the 7-8 minute rule (will be rounded to the nearest ¼ hour).

	WORK RECORD				DAILY TOTALS				
Month:	Start	Stop	Start	Stop	Reg. Hours	Overtime	Vacation	Sick	Holiday
1									
2									
3									
4									
5									
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NOTE: If any bonus and/or commission monies are to be paid out, please complete the Bonus/Commission Payment Form so that an accurate record may be made. The form will then be attached to this time card on file at The Employer Group. Bonus and/or commission monies will not be paid out without a completed Bonus/Commission Payment Form.

	Reg. Hours	Overtime	Vacation	Sick	Holiday
TOTAL FOR THE PAY PERIOD (Add DAILY TOTALS)					

I hereby certify that these hours are true and correct.

_____ Employee Signature _____ Date _____ Supervisor's Approval _____ Date

Email or FAX to The Employer Group at 800-319-0516 by 5:00 PM on Monday following the end of the pay period.