

Time Card

Phone: 541-207-3212
 Fax: 541-207-3015
 E-mail: payroll@bluesuninc.com

Address: BlueSun, Inc
 PO Box 927
 Corvallis, Or 97339

Employee: _____
 Employee phone: _____
 Employee e-mail: _____

 Week ending: _____

Customer: _____
 Manager: _____
 Manager phone: _____
 Manager e-mail: _____

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Regular Hours	Overtime	PTO	Total
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Total hours									

Employee signature _____ Date _____

Manager signature _____ Date _____

Notes:

