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Time Card

Employee: _____

Employer: _____

Employee phone: _____

Manager: _____

Employee e-mail: _____

Manager phone: _____

Manager e-mail: _____

Week ending: _____

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

 Employee signature Date

 Manager signature Date