

DIRECTIONS FOR TIMECARD LAG

**Payroll/Time Card
-Side B-**

Suzie M
EMPLOYEE NAME

Human Resources
DEPARTMENT

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	DAILY HOURS
-- WEEK ONE --						
6/30/02	SUN	<i>Record Accurate Time</i>				
7/1/02	MON	<i>Record Accurate Time</i>				
7/2/02	TUE	<i>Record Accurate Time</i>				
7/3/02	WED	<i>Timecard due to HR at 12:00 pm</i>				
7/4/02	THUR	<i>Forecast Time</i>				
7/5/02	FRI	<i>Forecast Time</i>				
7/6/02	SAT	<i>Forecast Time</i>				

Subtotal	
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-- WEEK TWO --						
	SUN	Timecard Lag				
	MON					
	TUE					
	WED					
	THUR					
	FRI					
	SAT					

Subtotal	40
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Total	
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Remember! – Complete Side A