

ACT EMPLOYEE TIME CARD
7:15 – 2:45 Standard Hours for High Schools - No NCH Paid

EMPLOYEE ID:	NAME:
SCHOOL:	EVENT:

WEEK 1:

DATE <i>Example for School Day:</i>	DAY	TIME IN <i>6 AM</i>	TIME OUT <i>7:15 AM</i>	TIME IN <i>2:45 PM</i>	TIME OUT <i>11 PM</i>	YOUR TOTAL HRS	ACT Max 12 hrs per day
	SUN						
	MON						
	TUES						
	WED						
	THURS						
	FRI						
	SAT						
TOTALS							

SPECIFIC JOB TASK COMPLETED:

WEEK 2:

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	YOUR TOTAL HRS	ACT Max 12 hrs per day
	SUN						
	MON						
	TUES						
	WED						
	THURS						
	FRI						
	SAT						
TOTAL							

SPECIFIC JOB TASK COMPLETED:

I VERIFY THE ABOVE TO BE A TRUE AND ACCURATE RECORD OF MY TIME INCURRED

Employee Signature

ACT Approval

Date

Date