

LOOK AT MARIAM'S TIME SHEET. COMPLETE THE SENTENCES.

READING

1 *employee* = worker

3 *Time In* = the time you start work

1 EMPLOYEE NAME		2 EMPLOYEE I.D. # 987-65-4321	
Last	First		
Said,	Mariam		

Week ending 7/15			
DAY	3 TIME IN	4 TIME OUT	HOURS
Mon.	8:30 A.M.	1:00 P.M.	4.5
Tues.	9:00 A.M.	5:00 P.M.	8
Wed.	8:30 A.M.	3:30 P.M.	7
Thurs.	off		
Fri.	off		
Sat.	12:00 P.M.	5:00 P.M.	5
Sun.	off		

Employee Signature <i>Mariam Said</i>	TOTAL HOURS 24.5
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2 *I.D. # = Identification Number*
Some companies use Social Security numbers (SSNs) for employee I.D. numbers.

4 *Time Out* = the time you finish work

- Mariam worked on _____.
- On tuesday she started work at _____.
- On _____ she finished work at 3:30.
- She was off on _____.
- She worked _____ hours on Monday.

TIME SHEET