

TIME SHEET

READING

1 *employee* = worker

3 *Time In* = the time you start work

TIME SHEET			
EMPLOYEE I.D. # 987-65-4321			
Week ending 7/15			
DAY	TIME IN	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 *Mariam Said* TOTAL HOURS 24.5

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.

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