

7-day Timecard - Week 1				
School:				
Employee name		KCast Number		
Start Date		End Date		
		Regular Time		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
		<b>Total Hours:</b>		
\$ / hour = \$		<b>Total Pay:</b>		
<b>Notes</b>				
<b>Approver's name &amp; Designation</b>				
_____ / Teacher				
<b>Employee's signature</b>		<b>Approver's signature</b>		

7-day Timecard - Week 2				
School:				
Employee name		KCast Number		
Start Date		End Date		
		Regular Time		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
Date	AM PM	In		
		Out		
		<b>Total Hours:</b>		
\$ / hour = \$		<b>Total Pay:</b>		
<b>Notes</b>				
<b>Approver's name &amp; Designation</b>				
_____ / Teacher				
<b>Employee's signature</b>		<b>Approver's signature</b>		