

TIME SHEETS

You've probably heard the saying "Time is money." Time is money on a job because for each hour you work, you help your company earn money. In return, your employer pays you money. If you are paid hourly, that payment is called a **wage**. If you are paid for a certain number of hours per week or month, that payment is called a **salary**.

To get paid, most employees must fill out a **time sheet** or punch a **time card**. It is important to complete time sheets accurately. Mistakes can cost you or your company time and money.

SKILL PREVIEW

Employers must keep track of employees' hours. Schools sometimes keep track of their students' hours as well. Test yourself. Can you account for your time spent at school this week?

Fill in the number of hours you spent in class each day this week.

DAY	HOURS SPENT IN CLASS
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____

READING A TIME SHEET

Employers have several ways to track their employees' time. Some have their employees punch a card in a time clock. Others have the supervisors record employees' time. At many jobs, employees record their own hours on time sheets.

Look at Rhonda Kimmel's time sheet below. Notice that each day has two **In** columns and two **Out** columns. The first In and Out columns record time worked *before* lunch. The second In and Out columns record time worked *after* lunch. Employees at this company are not paid for their time at lunch, so their time schedules don't include lunch hours.

From: March 25
To: March 31

Name: Rhonda Kimmel

	In	Out	In	Out	Daily Total
Monday 3/25	8:00	12:00	1:00	5:00	8
Tuesday 3/26	8:30	12:00	1:00	5:00	7½
Wednesday 3/27	9:00	12:00	1:00	7:00	9
Thursday 3/28	7:30	12:30	1:45	5:00	8¼
Friday 3/29					
Saturday 3/30					
Sunday 3/31	10:00	1:00	2:15	5:30	6¼
Weekly Total					

Employee's Signature _____

Supervisor's Signature _____

GUIDED PRACTICE

Look at the hours Rhonda has recorded for Monday:

- She started work at 8:00 and worked until 12:00.
- She took lunch from 12:00 to 1:00.
- Her afternoon work began at 1:00, and she left work at 5:00.

How many hours did Rhonda work between 8:00 A.M. and 12:00 noon? To find out, count the hours from 8:00 A.M. to 12:00 noon. There are four hours: 8:00 to 9:00, 9:00 to 10:00, 10:00 to 11:00, and 11:00 to noon. Rhonda worked for four hours.

Now answer these questions about the hours Rhonda worked on Monday.

1. How many hours did she work between 1:00 P.M. and 5:00 P.M.? _____
2. How much time did she take off for lunch? _____
3. How many total hours did Rhonda work on Monday? _____

You are correct if you answered 1. *4 hours*; 2. *1 hour*; 3. *8 hours*.

APPLIED PRACTICE 1: READING A TIME SHEET

Use the time sheet on page 16 to answer the questions below.

1. How many hours did Rhonda work on Tuesday? _____
2. On which day did Rhonda work the fewest hours? _____
3. On how many days did Rhonda take more than an hour off for lunch? _____
4. What time did Rhonda leave work for the day on Wednesday? _____
5. On which days did Rhonda not work? _____
6. Who signs this form? _____

WORKWISE

Discuss the reasons for using time sheets with a friend or a classmate. Why are time sheets important? Why is it important for employees to fill out a time sheet accurately? Why is it important for employers to read a time sheet accurately?

.....
Reading: Reading two- or more column charts to obtain information;
Computation: Perform computations of addition using whole numbers

INTERPRETING A TIME SHEET

Rhonda's time sheet shows more information than just the hours she has worked. Look at the time sheet below. What other facts about Rhonda's job does it show?

Use One Time Sheet Per Pay Period

COMPLETED TIME SHEET REQUIRED FOR EMPLOYEE TO BE PAID

Pay Periods: 5th to 19th
20th to 4th

Northgate
Store Location

Employee's Name Rhonda Kimmel

Job Title Sales Associate

Social Security No. 534-28-9900

Month		<u>March</u>																		
		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	Month			
20	21	22	23	24	25	26	27	28	29	30	31					1	2	3	4	
8	5	X	X	X	8	7.5	9	8.25	X	X	6.25									

X = Not Working Day/ Not an Activity Day
 H = Holiday
 S = Sick

Employee's Signature Rhonda Kimmel Total Hours 52

Supervisor's Signature _____ Date _____

ROUTING: WHITE: PAYROLL'S COPY YELLOW: EMPLOYEE'S COPY PINK: SUPERVISOR'S COPY

GUIDED PRACTICE

Can you find the following information on the time sheet? Put a check (✓) in each box below when you have found that information.

- Pay period
- Letter code explanations
- Routing directions
- Store location

You can find *pay period* in the top left corner, the *store location* beneath the pay period, the *letter code explanations* above the employee's signature, and the *routing directions* at the bottom of the form.

APPLIED PRACTICE 4: INTERPRETING A TIME SHEET

Use Rhonda's time sheet on page 22 to answer the following questions.

1. a. Who gets the white copy of the time sheet? _____
b. Why does this department need the clearest copy? _____

2. What is Rhonda's second pay period in each month? _____
3. Which pay period does this time sheet cover? _____
4. What is Rhonda's store location? _____
5. What do you think might happen if Rhonda turns in the time sheet without her supervisor's signature?

6. Was Rhonda sick on any days during this pay period? _____
7. Did Rhonda have any holidays during this pay period? _____
8. From March 20 to March 31, on which dates did Rhonda not work? _____

WORKWISE

The time sheet asks employees to write an *X*, an *H*, or an *S* on the days they didn't work. Why do you think employers want this information? What do they do with it? Discuss these questions with a friend or a classmate.

.....
Reading: Using a completed form to locate information to complete a task

SKILL MASTERY

COMPLETE AND VERIFY A TIME SHEET

Fill in the time sheet below using the hours you attended school during one of the two pay periods covered. When you're finished, check the accuracy of your time sheet against your instructor's records of your attendance.

Use One Time Sheet Per Pay Period

COMPLETED TIME SHEET REQUIRED

Pay Periods: 5th to 19th
20th to 4th

Class Location _____

Student's Name _____

Areas of Study _____

Social Security No. _____

Month					5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29	30	31	Month				1	2	3	4

X = Not Working Day/
Not an Activity Day
 H = Holiday
 S = Sick

Student's Signature _____ Total Hours _____

Supervisor's Signature _____ Date _____

ROUTING: WHITE: PAYROLL'S COPY YELLOW: STUDENT'S COPY PINK: SUPERVISOR'S COPY