

Employee Time Card

Team Number: _____

Week starting Monday (fill in Monday's date) _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
Hours Worked								

Employee Signature _____

Team Leader Signature _____

Employee Time Card

Team Number: _____

Week starting Monday (fill in Monday's date) _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
Hours Worked								

Employee Signature _____

Team Leader Signature _____

Employee Time Card

Team Number: _____

Week starting Monday (fill in Monday's date) _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Week Total
Hours Worked								

Employee Signature _____

Team Leader Signature _____

Notes:

Data must be logged by the group leader.
Time Cards are due to the team leader on Tuesday for the preceding week.
Hours worked include hours of class actually attended and productive hours spent outside of class working on the aircraft design.