

# 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 \_\_\_\_\_

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Employee Signature \_\_\_\_\_

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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.