

**Pasadena Independent School District**  
Exempt Employee Time Card

Name John Employee

Lawson Employee # 123456

Department Administration Building

Week Ending Aug 17, 2014

Day	In	Out	In	Out	In	Out	Hours Worked	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 11							8.00										8.00
Tue, Aug 12							8.00										8.00
Wed, Aug 13							8.00										8.00
Thu, Aug 14							8.00										8.00
Fri, Aug 15							8.00										8.00
Sat, Aug 16							8.00	-204	Trade Day Earned								8.00
Sun, Aug 17																	
<b>Total</b>							<b>48.00</b>										<b>48.00</b>

Trade day earned for Saturday  
approved by ASCD

**Total Hours** 48.00  
**Dock Amount**

Week Ending Aug 24, 2014

Day	In	Out	In	Out	In	Out	Hours Worked	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 18							8.00										8.00
Tue, Aug 19							8.00										8.00
Wed, Aug 20							8.00										8.00
Thu, Aug 21							8.00										8.00
Fri, Aug 22							8.00										8.00
Sat, Aug 23																	
Sun, Aug 24																	
<b>Total</b>							<b>40.00</b>										<b>40.00</b>

Regular work week.

**Total Hours** 40.00  
**Dock Amount**

Week Ending Aug 31, 2014

Day	In	Out	In	Out	In	Out	Hours Worked	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Absence Code	Absence Reason	Absence Hours	Total Hours
Mon, Aug 25							8.00										8.00
Tue, Aug 26							8.00										8.00
Wed, Aug 27							8.00										8.00
Thu, Aug 28							8.00										8.00
Fri, Aug 29								204	Trade Day Used	8.00							8.00
Sat, Aug 30																	
Sun, Aug 31																	
<b>Total</b>							<b>32.00</b>										<b>40.00</b>

Trade day used

Hours to Dock  >>>>

**Total Hours** 40.00  
**Dock Amount**

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

Supervisor Signature		Date		Trade Day Opening Balance	
				Trade Days Earned	8.00
				Trade Days Used	8.00
				Trade Days Ending Balance	0.00

Notes: \_\_\_\_\_  
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