

DAV Dept. Of Missouri Employee Time Card

Employee Name:

DSO Office:

Time card dates:

HOURS	1st SUN	2nd MON	3rd TUE	4th WED	5th THUR	6th FRI	7th SAT	TOTAL
WORK								
PTO								
HOLIDAY								
LWOP								
TOTAL								

HOURS	8th SUN	9th MON	10th TUE	11th WED	12th THUR	13th FRI	14th SAT	TOTAL
WORK								
PTO								
HOLIDAY								
LWOP								
TOTAL								

HOURS	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
WORK								
PTO								
HOLIDAY								
LWOP								
TOTAL								

HOURS WORKED THIS PERIOD :

TOTAL ANNUAL HOURS	
HOURS USED THIS PERIOD	
TOTAL HOURS USED	
TOTAL ANNUAL HOURS REMAINING	

Employee signature

Office Manager signature