

University of Utah

Mechanical Engineering Department BLANK TIME CARD

Instructions: Please enter the hours you worked each day and fill in the **total** hours worked to the right. Time Cards for the first pay period (1-15th) are due on the business day before the 15th and the second pay period (16th – month end) are due the business day before the last day of the month. Please turn in before 5:00 pm.

Name: _____ UID: _____

Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total

(Payday for 1-15 is the 22nd, & for 16-month end, the 7th of the following month. If the 7th or 22nd fall on a weekend or holiday, pay day is the preceding business day.)

Account Number: _____ Supervisor's signature _____

DEPARTMENT OF MECHANICAL ENGINEERING

2110 Merrill Engineering Building * University of Utah

(801) 581-6441

3-4-2005

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