



UNIT ONE: CHOOSE A COMPANY



Business Finance: Weekly Time Cards

How you earn a
salary in this class.



The Time Card

1. There are two types of time cards that will be used in this class.
 1. Weekly Time Card
 2. Business Time Card



The Time Card

1. There are two types of time cards that will be used in this class.

1. **Weekly Time Card**

2. Business Time Card

This is the time Card we are going to talk about this week. We will talk about the to




The Time Card

1. You will use a time card to keep track of your weekly activities.
2. This will be submitted each week with all supporting documents.
 - projects, homework, etc.
 - **DUE ON THURSDAY**
3. Pay will be calculated based on attendance and the quality of the work submitted.



The Time Card



Weekly Time Card

You should complete all of the items accurately on the time card.
Errors may result in inaccuracies in your paycheck.

Name: _____ Days Attended: _____

Num: _____ Tardy: _____

Date: _____ Per. _____ Homework: _____

Time Card Entries: _____

Projects: _____

Friday	On time Late	Explain in your own words what is happening to your balance.
Opening Balance:		
Closing Balance:		
Difference:		
Money is going: U P DOWN		

Monday	On Time Tardy	Took Notes: Yes No	Quiz Score:
Front			

Tuesday	On time Late	Took Notes: Yes No	Quiz Score:

Weekly Time Card

Wednesday	On time Late	Took Notes: Yes No	Quiz Score:

Thursday	On time Late	Took Notes: Yes No	Quiz Score:
Back			

Assignment Summary:	
Assignment Scores	Pay
Mon _____ :	_____
Tues _____ :	_____
Wed _____ :	_____
Thurs _____ :	_____

Record how many assignments you completed. This does not include projects. You will be paid piece work for each assignment you complete.

Summary Assessment	
What I liked most:	Questions I still have:



Sections of the Time Card

Weekly Time Card

You should complete all of the items accurately on the time card. Errors may result in inaccuracies on your paycheck.

Heading

Name: _____ Days Attended: _____
 Num: _____
 Date: _____ Per. _____ Homework: _____
 Time Card Entries: _____
 Projects: _____

Friday

Opening Balance: _____
 Closing Balance: _____
 Difference: _____
 Money is going: UP | DOWN

Monday

Tuesday

Weekly Time Card

Wednesday

Thursday

Summary

Record how many assignments you completed. This does not include projects. You will be paid for each assignment completed.

Assignment Summary:

Assignment Scores	Pay
Mon _____	: _____
Tues _____	: _____
Wed _____	: _____
Thurs _____	: _____

Summary Assessment

What I liked most: _____ Questions I still have: _____



Sections of the Time Card

consumermath Weekly Time Card

You should complete all of the items accurately on the time card.
Errors may result in inaccuracies in your paycheck.

Name: _____ Days Attended: _____
 Num: _____ Tardy: _____
 Date: _____ Per. _____ Homework: _____
 Time Card Entries: _____
 Projects: _____

Friday	On time Late	Explain in your own words what is happening to your balance.	Quiz Score:
Opening Balance:		Friday	
Closing Balance:			
Difference:			
What is going: UP DOWN			

Monday On Time | Tardy Took Notes: Yes | No Quiz Score:

Tuesday

Weekly Time Card

Wednesday	On time Late	Took Notes: Yes No	Quiz Score:
Thursday			

Assignment Summary:

Assignment Scores	Pay
Mon _____	:
Tues _____	:
Wed _____	:
Thurs _____	:

Record how many assignments you completed. This does not include projects. You will be paid piece work for each assignment you complete.

Summary Assessment

What I liked most:	Questions I still have:
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Time cards begin on Friday and end on Thursday.



Sections of the Time Card

Start a new Time Card every Friday!

Friday	On time Late	Explain in your own words what is happening to your balance.
Opening Balance: _____		
Closing Balance: _____		
Difference: _____		
What is going: UP DOWN		

Friday

Thursday	On time Late	Took Notes: Yes No	Quiz Score: _____
<h1>Thursday</h1>			

Thursday

Time cards begin on Friday and end on Thursday.

consumermath

Name: _____

Num: _____

Date: _____ Per. _____

Weekly Time Card

Notes: Yes | No

Quiz Score: _____

Monday	On Time Tardy	Took Notes: Yes No	Quiz Score: _____
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Assignment Summary:	
Assignment Scores	Pay
Mon _____	: _____
Tues _____	: _____
Wed _____	: _____
Thurs _____	: _____
Record how many assignments you completed. This does not include projects. You will be paid piece work for each assignment you complete.	
Summary Assessment	
What I liked most: _____	Questions I still have: _____





Sections of the Time Card

Weekly Time Card

You should complete all of the items accurately on the time card. Errors may result in inaccuracies in your paycheck.

Heading

Name: _____ Days Attended: _____
 Num: _____
 Date: _____ Per. _____ Homework: _____
 Time Card Entries: _____
 Projects: _____

Friday

Friday | On time | Late | Explain in your own words what is happening to your balance.

Opening Balance: _____
 Closing Balance: _____
 Difference: _____
 Money is going: UP | DOWN

Monday

Monday | On time | Late | Took Notes: Yes | No

Tuesday

Tuesday | On time | Late | Took Notes: Yes | No

Weekly Time Card

Wednesday | On time | Late | Took Notes: Yes | No | Quiz Score: _____

Wednesday

Thursday | On time | Late | Took Notes: Yes | No | Quiz Score: _____

Thursday

Friday | On time | Late | Took Notes: Yes | No | Quiz Score: _____

Pay _____

Record how many assignments you completed. This does not include projects. You will be paid _____ for each assignment completed.

Summary Assessment

What I liked most: _____ Questions I still have: _____


Summary

Don't forget to record each day's work or you won't get a salary for that day.





Heading



Weekly Time Card

You should complete all of the items accurately on the time card.
Errors may result in inaccuracies in your paycheck.

Name: _____

Num: _____

Date: _____ Per. _____

Days Attended: _____

Tardy: _____

Homework: _____

Time Card Entries: _____

Projects: _____

Heading

Friday

Monday

Tuesday

Wednesday

Thursday

Summary

Fill out completely.

“Num:” is your student number.

Weekly Totals are entered here.



Friday

Friday	On time Late	explain in your own words what is happening to your balance.
Opening Balance:		
Closing Balance:		
Difference:		
Money is going: UP DOWN		

Record your bank balance. I want to see that you know what is going on.

Demonstrate to me that you understand what is causing your balance to change.

- Heading
- Friday**
- Monday
- Tuesday
- Wednesday
- Thursday
- Summary



Monday - Thursday

Monday

On time | Late

Took Notes: Yes | No

Quiz Score:

Record the Daily Warm-up, Review, or other activity done that day.

Heading

Friday

Monday

Tuesday

Wednesday

Thursday

Summary

Were you on time or late?

Did you take notes?

If there was a quiz, record your score.

Scores don't change income amount; they show me where you need more help!



Summary

Assignment Summary:	
Assignment Scores	Pay
Mon _____	:
Tues _____	:
Wed _____	:
Thurs _____	:

Record how many assignments you completed. This does not include projects. You will be paid piece work for each assignment you complete.

Summary Assessment	
What I liked most:	Questions I still have:



Keep track of any assignments you completed and how much you earned for doing it.

Reflect on the week. What did you like most, what do you still have questions about?

Heading

Wednesday

Friday

Thursday

Monday

Tuesday

Summary



One more thing...

Be sure to attach all supporting documents to this Time Card when you turn it in. This would include:

- Homework
- Practice Sheets
- Quizzes
- Projects
- Any other Assignments done during the week



Review:

1. What is the time card used for?
2. When do you turn it in?
3. What do you attach to it?
4. What if you don't turn it in on time?



Review:

1. What is the time card used for?
Keeping track of your attendance and assignments.
2. When do you turn it in?
Thursday.
3. What do you attach to it?
Supporting Documents: Homework, Quizzes, etc.
4. What if you don't turn it in on time?
You don't get paid until next week.