



# Business Time Card

Period: \_\_\_\_\_

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

#	Number	Employee Name	Job Title	F	M	T	W	TH	Days	Tardy	Homework	Timecard	Bonus
1			Manager:										
2			Asst Manager:										
3			Secretary:										
4			EE - Temp:										
5			EE - Temp:										
6			EE - Temp:										

## Employee(s) to Terminate

#	Number	Employee Name	Job Title	Reason to Terminate
1				
2				
3				
4				
5				

## Employee(s) to Hire

#	Number	Employee Name	Job Title	Reason to Hire
1				
2				
3				
4				
5				

Notes:

---

---

---

---

---

---

---

---

---

---

---

---