別記第19号様式の2様式（第31条関係）

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| № | | | | | 氏名 | | | | | | | | | | | № | | | | | | 氏名 | | | | | | | | | |
| 所属 |  | | | | | | | |  | |  | | |  | | 所属 |  | | | | | | | 承認印 | | | 照合印 | | | | 担当印 |
| タイムカード  　　　　　年　　月分 | | | | | | | | | | | | | | | 就業 | | 日　H | | 欠勤 | | 傷病 | | | 日　H | | | 年次有休 | | | | 日　H |
| 休日出勤 | | 日　H | | 事故 | | | 日　H | | | 慶弔 | | | | 日　H |
| 早出残業 | | 回　H | | 無届 | | | 日　H | | | 代休 | | | | 日　H |
| 深夜 | | 回　H | | 私用外出 | | | | | 回　H | | | 出張 | | | | 日　H |
|  | | H | | 遅刻早退 | | | | | 回　H | | | 公用外出 | | | | 回　H |
| 日付 | 定時 | | 時間内 | | | 定時 | | | | 時間外 | |  | 小計 | | | 日付 | 定時 | 時間内 | | | | | 定時 | | | 時間外 | | |  | | 小計 |
| 出 | 退 | | 出 | | | 退 | | | 出 | 退 | | 出 | | | 退 | | |
|  |  |  | |  | | |  | | |  | |  |  | | | 16 |  |  | |  | | |  | | |  | | |  | |  |
| 1 |  |  | |  | | |  | | |  | |  |  | | | 17 |  |  | |  | | |  | | |  | | |  | |  |
| 2 |  |  | |  | | |  | | |  | |  |  | | | 18 |  |  | |  | | |  | | |  | | |  | |  |
| 3 |  |  | |  | | |  | | |  | |  |  | | | 19 |  |  | |  | | |  | | |  | | |  | |  |
| 4 |  |  | |  | | |  | | |  | |  |  | | | 20 |  |  | |  | | |  | | |  | | |  | |  |
| 5 |  |  | |  | | |  | | |  | |  |  | | | 21 |  |  | |  | | |  | | |  | | |  | |  |
| 6 |  |  | |  | | |  | | |  | |  |  | | | 22 |  |  | |  | | |  | | |  | | |  | |  |
| 7 |  |  | |  | | |  | | |  | |  |  | | | 23 |  |  | |  | | |  | | |  | | |  | |  |
| 8 |  |  | |  | | |  | | |  | |  |  | | | 24 |  |  | |  | | |  | | |  | | |  | |  |
| 9 |  |  | |  | | |  | | |  | |  |  | | | 25 |  |  | |  | | |  | | |  | | |  | |  |
| 10 |  |  | |  | | |  | | |  | |  |  | | | 26 |  |  | |  | | |  | | |  | | |  | |  |
| 11 |  |  | |  | | |  | | |  | |  |  | | | 27 |  |  | |  | | |  | | |  | | |  | |  |
| 12 |  |  | |  | | |  | | |  | |  |  | | | 28 |  |  | |  | | |  | | |  | | |  | |  |
| 13 |  |  | |  | | |  | | |  | |  |  | | | 29 |  |  | |  | | |  | | |  | | |  | |  |
| 14 |  |  | |  | | |  | | |  | |  |  | | | 30 |  |  | |  | | |  | | |  | | |  | |  |
| 15 |  |  | |  | | |  | | |  | |  |  | | | 31 |  |  | |  | | |  | | |  | | |  | |  |
| 月分給与  総支給額　　　円    年　　月　　日  領収  印 | | | | | | | | 記事 | | | | | | | | 所定就業時数 | | | | H | | | 時間外勤務時数 | | ×　% | | |  | | 当月  出勤率  % | |
| 不就業時数 | | | | H | | | ×　% | | |  | |
| 正味就業時数 | | | | H | | | ×　% | | |  | | 年次有休  残日数  日 | |
|  | | | | H | | | ×　% | | |  | |