

TIME CARD

EMPLOYEE

COMPANY / DEPARTMENT

PAY PERIOD FROM

TO

Week 1

Day	Date	Time in	Lunch out	Lunch in	Time out	Total hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week total						

Week 2

Day	Date	Time in	Lunch out	Lunch in	Time out	Total hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Week total						

REGULAR HOURS

OVERTIME HOURS

TOTAL HOURS

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE