TIME CARD

EMPLOYEE	COMPANY	PAY PERIOD

DAY	DATE	IN	LUNCH OUT	LUNCH IN	OUT	HOURS
WEEK 1						
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
					WEEK 1 TOTAL	
WEEK 2						
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
					WEEK 2 TOTAL	
					TOTAL HOURS	

REGULAR HOURS	OVERTIME HOURS	HOURLY RATE	GROSS PAY

Employee signature _____ Date _____

Supervisor signature _____ Date _____

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