TIME CARD

EMPLOYEE	COMPANY	PAY PERIOD

DAY	DATE	IN	OUT	BREAK	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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