TIME CARD

EMPLOYEE	COMPANY	PAY PERIOD

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

REGULAR HOURS	OVERTIME HOURS	HOURLY RATE	GROSS PAY

NOTES

Employee signature _____ Date _____

Supervisor signature _____ Date _____

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