

# TIME CARD

EMPLOYEE

COMPANY / DEPARTMENT

PAY PERIOD FROM

TO

| 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