

WEEKLY TIME CARD

Employee Name:

Employee ID:

Department:

Manager / Supervisor:

Pay Period Start:

Pay Period End:

Day	Date	Morning		Afternoon		Overtime		Total Hours
		Time In	Time Out	Time In	Time Out	In	Out	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Weekly Hours								

Regular Hours	
Hourly Rate	
Regular Pay	
Overtime Hours	
Overtime Rate	
Overtime Pay	
Gross Pay	

Employee Signature Date

Supervisor Signature Date

