

# DAILY TIME CARD

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**Employee  
Name:**

**Employee ID:**

**Department:**

**Manager/Supervisor:**

**Pay Period  
Start:**

**Pay Period End:**

Day	Date	Time In	Time Out	Lunch Start	Lunch End	Regular Hours	Overtime Hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<b>Total Hours</b>							

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Employee Signature

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Supervisor Signature

