BI-WEEKLY TIME CARD

Payroll & Hours Record

EMPLOYEE NAME:		**PAY PERIOD START:**	
EMPLOYEE ID:		**PAY PERIOD END:**	
DEPARTMENT:		**MANAGER/SUPERVISOR:**	

DATE	DAY	TIME IN	OUT (LUNCH)	IN (LUNCH)	TIME OUT	REG HOURS	OT HOURS	TOTAL HOURS
WEEK 1								
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							
WEEK 2								
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							

Hours Summary	
Total Regular Hours	
Total Overtime Hours	
Other Hours (Sick/Holiday)	
Cumulative Total Hours	

Payroll Office Use Only		
Type	**Rate**	**Total ($)**
Regular		
Overtime		
Other		
Gross Pay		

Employee Signature	Supervisor Signature	Date Approved