SEMI-MONTHLY TIME CARD

Payroll Processing Template

EMPLOYEE NAME:

PAY PERIOD START:

EMPLOYEE ID:

PAY PERIOD END:

DEPARTMENT:

MANAGER/SUPERVISOR:

DATE	DAY	MORNING		AFTERNOON		HOURS WORKED			NOTES / COMMENTS
		IN	OUT	IN	OUT	REG	OT	TOTAL	
					Total Hours				

EMPLOYEE SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE