Time Card

NAME _____ WEEK OF _____

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HOURS
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
WEEK 1 TOTAL						

SUMMARY

Total hours

Regular hours (up to 40 a week)

Overtime hours (over 40 a week)

Hourly rate _____

Total pay (overtime at 1.5 times) $

NOTES

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

Time Card

NAME _____ WEEK OF _____

WEEK 1

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HOURS
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
WEEK 1 TOTAL						

WEEK 2

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HOURS
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
WEEK 2 TOTAL						

SUMMARY

Total hours

Regular hours (up to 40 a week)

Overtime hours (over 40 a week)

Hourly rate _____

Total pay (overtime at 1.5 times) $

NOTES

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____