

Bi-Weekly Time Card

[Company Name]

[Company Address]

[Company Phone Number]

Employee Name:

Employee Number:

Supervisor Name:

Standard Pay Rate

Overtime Pay Rate:

Weeks of:

Day	Date	Project/Tasks	Start Time	Breaks	Finish Time	Regular Hours	Overtime Hours	Other
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTAL HOURS FOR WEEK:								
RATE:								