

Timecard Template

| Employee Timecard | | | | | | |
|-------------------|----|-----|--------|------------|----------|-------------|
| Name: | | | | Date: | | |
| Badge #: | | | | Dept: | | |
| Manager: | | | | | | |
| Date | In | Out | Breaks | Reg. Hours | OT Hours | Total Hours |
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| Total: | | | | | | |

Employee Signature:

Date:

Manager Signature:

Date: