## **Timecard Template**

Badge #:  Manager:  Week Starti  Date In Out Breaks Reg. Hours OT Hours Total I  Mon 6/2  Tue 6/3			DIVI	leekly Time	ecalu		
Manager: Week Starti 6/1  Date In Out Breaks Reg. Hours OT Hours Total I  Sun 6/1  Mon 6/2  Tue 6/3	Name:				Date:		
Date In Out Breaks Reg. Hours OT Hours Total I Sun 6/1 Mon 6/2 Tue 6/3	Badge #:				Dept:		
Sun 6/1  Mon 6/2  Tue 6/3	Manager:				Week Starti	6/1/2014	
Sun 6/1  Mon 6/2  Tue 6/3							
Sun 6/1  Mon 6/2  Tue 6/3  Wed 6/4	Date	In	Out	Breaks	Reg. Hours	OT Hours	Total Hours
Tue 6/3	Sun 6/1		8				
	Mon 6/2						
Wed 6/4	Tue 6/3		e e				
	Wed 6/4			4			
Thu 6/5	Thu 6/5			10			
Fri 6/6	Fri 6/6		3				
Total:			Total:				
	Employee Signature:				Date:	3	