Timecard Template

BiWeekly Timecard						
Name:			**Date:**			
Badge #:			**Dept:**			
Manager:			**Week Starti**			6/1/2014

Date	In	Out	Breaks	Reg. Hours	OT Hours	Total Hours
Sun 6/1						
Mon 6/2						
Tue 6/3						
Wed 6/4						
Thu 6/5						
Fri 6/6						
		Total:				

Employee Signature: _____   **Date:** _____

Manager Signature: _____   **Date:** _____