TimeClick

Two cards per page. Cut on the dashed line.

Weekly Time Card

Employee name _____ Week ending _____

Employee ID _____ Department _____ Manager _____

Day	Date	Time in	Lunch out	Lunch in	Time out	Unpaid break	Total hours (h:mm)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Week total							

Employee signature _____ Manager signature _____ Date _____

Total each day: time out minus time in, minus lunch. Overtime is hours over 40 in the week. Total the card with the time card calculator at timeclick.com.

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