



Employee Name: \_\_\_\_\_

SS #: \_\_\_\_\_ (last

Company: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Date	Start	Lunch - In	Lunch - Out	Finish	Reg Hrs	O.T. Hrs
WEEKLY TOTALS		REGULAR HOURS:		OVERTIME HOURS:		TOTAL HOURS:

EMPLOYEE SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERVISOR/TITLE: \_\_\_\_\_  
(Please print)

AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

ALL TIME CARD ARE DUE NO LATER THAN 9AM ON MONDAYS - MUST HAVE AN AUTHORIZED SIGNATURE