

 **Employee Timecard**

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| **Week Ending:** |  |  |  |  |  |  |  |  |
| **Name:** |  |  |  |  |  |  |
| **Manager** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Date** | **In** | **Out** | **Breaks** | **Reg. Hours** | **OT Hours** | **Total Hours** |
|   |  |   |   |   |   |   |
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|  |  |  | **Total:** |   |   |   |   |
|  |  |  |  |  |  |  |  |
| **Employee Signature:** |  |  |  **Date:** |   |   |
|  |  |  |  |  |  |  |  |
| **Manager Signature:** |  |  | **Date:** |  |  |