

**Employee Timecard**

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