

# Time Card

Employee \_\_\_\_\_

Manager: \_\_\_\_\_

Street Address \_\_\_\_\_

Employee phone: \_\_\_\_\_

Address 2 \_\_\_\_\_

Employee e-mail: \_\_\_\_\_

City, ST ZIP Code \_\_\_\_\_

Week ending: DATE \_\_\_\_\_

Day	Date	Regular Hours	Overtime	Sick	Vacation	Total
Tuesday	DATE					
Wednesday	DATE					
Thursday	DATE					
Friday	DATE					
Saturday	DATE					
Sunday	DATE					
Monday	DATE					
<b>Total hours</b>						
<b>Rate per hour</b>						
<b>Total pay</b>		\$ -	\$ -	\$ -	\$ -	\$ -

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager signature

\_\_\_\_\_  
Date