TIME CARD

Write times like 8:05a and 4:30p. One box per punch.

EMPLOYEE NAME _____ WEEK STARTING _____ RATE $/H _____

DAY	IN	OUT	IN	OUT	HOURS
Mon wk 1					
Tue wk 1					
Wed wk 1					
Thu wk 1					
Fri wk 1					
Sat wk 1					
Sun wk 1					
Mon wk 2					
Tue wk 2					
Wed wk 2					
Thu wk 2					
Fri wk 2					
Sat wk 2					
Sun wk 2					
				TOTAL HOURS	

EMPLOYEE SIGNATURE _____ APPROVED BY _____

Free from time-card-calculator.app. Add up this card online, or photograph a stack of them to run payroll.