

Weekly time card

Fill in each day, then add up the hours or use the time card calculator at clockbadge.com.

Employee _____

Week starting _____

Department _____

Hourly rate _____

Day	Date	In	Lunch out	Lunch in	Out	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total hours						
Overtime hours						

Employee signature

Approved by