

# Weekly Time Card

Week Ending \_\_\_\_\_

Name	Department	Shift	File #
Employee #	Social Security #		Payroll Class

	Morning Hours		Afternoon Hours		Overtime Hours		Office Use Only	
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Regular	Overtime
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>Saturday</b>								
<b>Sunday</b>								
<b>Totals</b>								

**Signatures**

Employee	Date	Department Supervisor	Date
Supervisor	Date	Payroll Department	Date