

My Company name:

My company slogan

Weekly Timecard

1111 Street
City, State, ZIP+4
City, State, ZIP+4
City, State, ZIP+4
City, State, ZIP+4
City, State, ZIP+4

Business
Department:

Employee
ID Number:

Project
Department/Code
Employment Status
Manager:

Name
Title/Code
Email Address
Phone:

Work Commencing
Work Ending:

Month
Year:

Project Name	Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Project Hours	Regular Hours	Total Hours
										00		00
										00		00
										00		00
										00		00
										00		00
										00		00
										00		00
										00		00
										00		00
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										00		00
										00		00
										00		00
										00		00
										00		00
										00		00
										00		00
Total Hours		0	0	0	0	0	0	0	0	00	0	00
Available Hours										00	0	00

Employee Signature

Date

Supervisor Signature

Date