

**My Company name:**  
My company logo

### Weekly Timecard

123 Street  
 Portland, Oregon 97101  
 (503) 555-1234  
 (503) 555-5678  
 www.mycompany.com

**Employee:**  
Employee ID:

Employee  
 Last Name

**Supervisor:**  
 Supervisor Name  
 Supervisor Title  
 Manager:

Name  
 Title  
 Email Address  
 Phone

**Week Commencing:**  
Week Ending:

Start Date  
 End Date

Project Name	Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
<b>Weekly Total</b>		0	0	0	0	0	0	0	0	0	0	0	0
<b>Weekly Hours</b>	0:00							<b>0:00</b>	0	0	0	0	0

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_