

**My Company name:**  
My company slogan

**Weekly Timecard**

100 Street  
 Toronto, Ontario M1A 1A1  
 416-555-1234  
 416-555-5678  
 www.yourcompany.com

**Employee:**  
Employee ID:

**Project:**  
**Department:**  
**Manager:**

**Week Commencing:**  
**Week Ending:**

Project Name	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Total Minutes	Total Seconds
		00:00-01:00	01:00-02:00	02:00-03:00	03:00-04:00	04:00-05:00	05:00-06:00	06:00-07:00			
<b>Total Hours</b>											
<b>Remaining Hours</b>	<b>0.00</b>								<b>0.00</b>		

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Supervisor Signature Date