

WEEKLY TIME RECORD									
DAY	Morning		Afternoon		Overtime		Office Use		
	IN	OUT	IN	OUT	IN	OUT	Regular	Overtime	
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>Employee:</b>							<b>Totals:</b>		
<b>Department:</b>									
<b>Approved by:</b>									

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