My Company name

My company slogan

Weekly Timecard

Deprtment	[Department]
Employee's ID	[ABC123456]

111 Street
Town/City, County, ST, 00000
0-000-000-0000
0-000-000-0000
info@yourcompanysite.com
www.yourcompanysite.com

Employee:	[Name]
Employee's phone:	[000-000-0000]
Employee's e-mail:	abc@domainname.com
Manager:	[Name]
Week Commencing:	06/23/13
Week Ending:	06/29/13

Project Name	Task	Mon 17/06	Tue 18/06	Wed 19/06	Thu 20/06	Fri 21/06	Sat 22/06	Sun 23/06	Regular Hours	Overtime Hours	Total Hours
									-		-
									-		-
									-		-
									-		-
									-		-
									-		-
									-		-
									-		-
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									-		-
									-		-
									-		-
									-		-
									-		-
									-		-
									-		-
Total Hours		-	-	-	-	-	-	-	-	-	-

Reported Hours 0.00 **Overtime** 0.00

Employee's signature Date

Manager's signature Date