**Bi-Weekly Time Card**

**[Company Name]**

**[Company Address]**

**[Company Phone Number]**

**Employee Name:**

**Employee Number:**

**Supervisor Name:**

**Standard Pay Rate**

**Overtime Pay Rate:**

**Weeks of:**

| **Day** | **Date** | **Project/Tasks** | **Start Time** | **Breaks** | **Finish Time** | **Regular Hours** | **Overtime Hours** | **Other** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monday** |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |  |  |
| **TOTAL HOURS FOR WEEK:** | | | | | |  |  |  |
| **RATE:** | | | | | |  |  |  |
| **SUB-TOTAL:** | | | | | |  |  |  |
| **WEEK ONE TOTAL:** | | | | | |  | | |

| **Day** | **Date** | **Project/Tasks** | **Start Time** | **Breaks** | **Finish Time** | **Regular Hours** | **Overtime Hours** | **Other** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Monday** |  |  |  |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |  |  |  |
| **Friday** |  |  |  |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |  |  |  |
| **TOTAL HOURS FOR WEEK:** | | | | | |  |  |  |
| **RATE:** | | | | | |  |  |  |
| **SUB-TOTAL:** | | | | | |  |  |  |
| **WEEK TWO TOTAL:** | | | | | |  | | |
| **BI-WEEKLY TOTAL:** | | | | | |  | | |

| **Additional Items** | | | |
| --- | --- | --- | --- |
| **Date** | **QTY** | **Cost Code** | **Comments** |
|  |  |  |  |

| Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |
| --- | --- |
| Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |