| **Time Card** | | | | | |
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| **Day:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Employee Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
| **Manager Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |
|  |  |  |  |  |  |
| Start-End Hour | Notes | | | | Total Hours |
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|  |  |  |  | **Total hours** |  |
|  |  |  |  | **Rate p/hr ($)** |  |
|  |  |  |  | **Total pay ($)** |  |
|  |  |  |  |  |  |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |