

Daily Time Card

[COMPANY LOGO]

[Company Name]

Employee Name:

Standard Pay Rate:

[Company Address]

Employee Number:

Overtime Pay Rate:

[Company Phone Number]

Supervisor Name:

Date:

Project/ Task Description	Start Time	Finish Time	Regular Hours	Overtime Hours
TOTAL HOURS FOR DAY:				
RATE:				
SUB-TOTAL:				
TOTAL:				

Additional Items			
Date	QTY	Cost Code	Comments

Employee Signature _____

Date:

Supervisor Signature _____

Date: