

Weekly Time Card

[COMPANY LOGO]

[Company Name]

Employee Name:

Standard Pay Rate:

[Company Address]

Employee Number:

Overtime Pay Rate:

[Company Phone Number]

Supervisor Name:

Week 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:								
TOTAL:								

Additional Items			
Date	QTY	Cost Code	Comments

Employee Signature _____

Date:

Supervisor Signature _____

Date: