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| Period Starting: | Prepared By: |
| Period Ending: | Signature: |

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| **Week Of [MM/DD/YYYY to [MM/DD/YYYY]** |
| **Employee Name** | **Monday [Insert Date]** | **Tuesday [Insert Date]** | **Wednesday [Insert Date]** | **Thursday [Insert Date]** | **Friday [Insert Date]** | **Saturday [Insert Date]** | **Sunday [Insert Date]** |
|  | Start | Finish | Hours | Start | Finish | Hours | Start | Finish | Hours | Start | Finish | Hours | Start | Finish | Hours | Start | Finish | Hours | Start | Finish | Hours |
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| **Employee name** | **Total Regular Hours Week 1** | **Total Overtime Hours Week 1** |
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