7-day Timecard - Week 1								
Company:								
Employee name		E	Employee Number					
Pay period starting			Pay period ending					
Extra time			Regular Time					
		Þ	In					
	1 st Day	AM	Out	Lunch				
	Da	PM	In	Lunch				
			Out					
		>	In					
	2 nd Day	ΑM	Out	Lunch				
	Day	PM	In	Lunch				
			Out					
	ш	AM	In					
	S _z	3	Out	Lunch				
	Day	PM	In	Lunch				
			Out					
	4	AM	In					
	_ _ _ _ _	_ ≤	Out	Lunch				
	4 th Day	PM	In	Lunch				
	5 th Day		Out					
		AM PM	In					
			Out	Lunch				
	ау		In	Lunch				
			Out					
	6 th Day 7 th D	AM PM	In					
			Out	Lunch				
			In	Lunch				
			Out					
		ΑM	In	 				
		PM	Out	Lunch				
	ay		In	Lunch				
Total		T	Out					
Total		Tot	al					
Notes		L						
Approver's name &	Title (Prin	t)					
		1						
Employee's signature			Approver's signature					

	lay Time	card	d - Wee	k 2	
Company: Employee nam	e	E	mployee	Number	
Pay period star	rting	Pay period ending			
Extra tii	Extra time			lar Time	
	ထ္	АМ РМ	In		
	8 th Day		Out	Lunch	
	=		Out	Lancii	
		1	In		
	9 th Day	AM	Out	Lunch	
	Day	PM	In	Lunch	
-			Out		
	<u> </u>	AM	In		
	10 th Day	ک	Out	Lunch	
	Day	PΜ	In	Lunch	
			Out		
	11.	ΑM	In Out	Lunch	
	11 th Day		In	Lunch	
	ay	PM	Out	Editeii	
			In		
	12 th Day	AM	Out	Lunch	
	Da	PM	In	Lunch	
	~		Out		
	1	АМ	In		
	3	3	Out	Lunch	
	13 th Day	PM	In	Lunch	
			Out		
	14 th	AM	In	<u> </u>	
			Out	Lunch	
	Тау	PM	In Out	Lunch	
Гotal			tal	I	
Notes					
Approver's nar	ne & Title (Prin	t)		
Employee's sim	natura	A ==	nrover's	olanotura	
Employee's signature			prover s s	signature	

Your time sheet is due on the 1st of each month. You may turn your time sheet in every two weeks or once a month. **MAKE SURE YOU TOTAL YOUR HOURS WORKED!** This sheet is in addition to what you already turn in for job verification. This sheet does not take the place of your current required documentation.

7-day Timecard - Week 3			7-day Timecard - Week 4							
Company:					Company:					
Employee name		E	mployee	Number	Employee name	e name		Employee Number		
Pay period starting	ng	P	ay period	l ending	Pay period start	ing	Pay period ending		od ending	
Extra time	Extra time		Regular Time		Extra tin		Regular Time			
	<u> </u>	A A	In			<u> </u>	AM	In		
	1 st D		Out	Lunch		st D	PM	Out	Lunch	
	Day	PM	In	Lunch		1 st Day		In	Lunch	
			Out					Out		
	2 nd	A	In			2	AM PM	In		
			Out	Lunch		2 nd E		Out	Lunch	
	Day	PM	In	Lunch		Day		In	Lunch	
			Out					Out		
	(1)	A	In			ω	АМ РМ	In		
			Out	Lunch				Out	Lunch	
	3 rd Day	PM	In	Lunch		3 rd Day		In	Lunch	
			Out					Out		
	4	ΑM	In			4	AM	In		
	4		Out	Lunch		4		Out	Lunch	
	Day	PM	In	Lunch		Day	PM	In	Lunch	
			Out			ì		Out		
	CT.	ΔM	In			CT.	АМ РМ	In		
			Out	Lunch		- 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		Out	Lunch	
	Day	PM	In	Lunch		Day		In	Lunch	
			Out					Out		
		A	In				АМ РМ	In		
			Out	Lunch		, ;		Out	Lunch	
	Day	P	In	Lunch		6 th Day		In	Lunch	
			Out					Out		
	N	₽	In				Ą	In		
	th	Ξ	Out	Lunch		7 th [Z	Out	Lunch	
	7 th Day	PM	In	Lunch		Day	₽M	In	Lunch	
Total		To	Out tal		Total		Tot	Out		
		.5								
Notes		·			Notes		ļ			
Approver's name	pprover's name & Title (Print)		Approver's name & Title (Print)							
Employee's signature App		Approver's signature		Employee's sign	Employee's signature			Approver's signature		
					_11					