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BIWEEKLY TIME CARD

EMPLOYEE NAME	EMPLOYEE ID	POSITION	PAY PERIOD

COMPANY	SUPERVISOR	PAY DATE

Week 1

Day	Date	Time in	Lunch out	Lunch in	Time out	Daily hours
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						

Week 1 hours worked	
Week 1 regular hours	
Week 1 overtime hours	

Week 2

Day	Date	Time in	Lunch out	Lunch in	Time out	Daily hours
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						

Week 2 hours worked	
Week 2 regular hours	
Week 2 overtime hours	
Regular hours, both weeks	
Overtime hours, both weeks	
Paid leave hours (PTO, holiday)	
Hourly rate ($)	
Gross pay (overtime at 1.5x)	

I certify that the times on this card are correct and that I took the meal breaks shown.

Employee signature / date

Supervisor signature / date