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WEEKLY TIME CARDS

Four cards per sheet. Cut along the dotted line.

TIME CARD

EMPLOYEE NAME | EMP. NO. | WEEK ENDING

Day	In	Out	In	Out	Hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Total hours	
Regular (up to 40)	
Overtime (over 40)	

Employee signature _____

Approved by / date _____

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