

7-day Timecard - Week 1						
Company:						
Employee name			Employee Number			
Pay period starting			Pay period ending			
Extra time		Regular Time				
		1 <sup>st</sup> Day	AM	In		
			PM	Out		Lunch
		2 <sup>nd</sup> Day	AM	In		
			PM	Out		Lunch
		3 <sup>rd</sup> Day	AM	In		
			PM	Out		Lunch
		4 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		5 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		6 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		7 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
Total		Total				
Notes						
Approver's name & Title (Print)						
Employee's signature			Approver's signature			

7-day Timecard - Week 2						
Company:						
Employee name			Employee Number			
Pay period starting			Pay period ending			
Extra time		Regular Time				
		8 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		9 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		10 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		11 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		12 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		13 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
		14 <sup>th</sup> Day	AM	In		
			PM	Out		Lunch
Total		Total				
Notes						
Approver's name & Title (Print)						
Employee's signature			Approver's signature			

Your time sheet is due on the 1<sup>st</sup> 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		Employee Number			Employee name		Employee Number		
Pay period starting		Pay period ending			Pay period starting		Pay period ending		
Extra time		Regular Time			Extra time		Regular Time		
	1 <sup>st</sup> Day	AM	In			1 <sup>st</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
	2 <sup>nd</sup> Day	AM	In			2 <sup>nd</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
	3 <sup>rd</sup> Day	AM	In			3 <sup>rd</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
	4 <sup>th</sup> Day	AM	In			4 <sup>th</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
	5 <sup>th</sup> Day	AM	In			5 <sup>th</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
	6 <sup>th</sup> Day	AM	In			6 <sup>th</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
	7 <sup>th</sup> Day	AM	In			7 <sup>th</sup> Day	AM	In	
		PM	Out	Lunch			PM	Out	Lunch
<b>Total</b>		<b>Total</b>			<b>Total</b>		<b>Total</b>		
Notes					Notes				
Approver's name & Title (Print)					Approver's name & Title (Print)				
Employee's signature		Approver's signature			Employee's signature		Approver's signature		