

# WEEKLY TIMECARD

Company: \_\_\_\_\_

Employee Name: \_\_\_\_\_

### CODE CHART

<b>A</b> Unpaid Absence <b>H</b> Holiday <b>P</b> Personal Day	<b>S</b> Sick Day <b>V</b> Vacation <i>Use codes for chart below.</i>
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### PAY PERIOD DATES

Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_



DATE	CODE	START TIME	START LUNCH	END LUNCH	END TIME	TOTAL HOURS
		:	:	:	:	
		:	:	:	:	
		:	:	:	:	
		:	:	:	:	
		:	:	:	:	
		:	:	:	:	
		:	:	:	:	
<b>WEEKLY TOTAL HOURS</b>						

Regular Rate \_\_\_\_\_ x Regular Hours \_\_\_\_\_ = \$ \_\_\_\_\_

Overtime Rate \_\_\_\_\_ x Overtime Hours \_\_\_\_\_ = \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

*Buy the signature below I certify that the record above represents the actual hours worked.*

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

**NOTES:**