**EMPLOYEE TIME CARD TEMPLATE**

Name and ID of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Time Arrived | Tasks | Time Left |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
|  |  | Total Weekly Hours |  |

|  |  |  |
| --- | --- | --- |
| Week Starting | Total Hours | Total Pay |
|  |  |  |

Employee’s Signature: Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Supervisor’s Signature: Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_