

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

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