

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_