# Weekly time card

**Employee name:** _____

**Employee ID:** _____

**Department or job site:** _____

**Week of:** _____

| Day | Date | Time in | Lunch out | Lunch in | Time out | Total hours |
|---|---|---|---|---|---|---|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| Week total | | | | | | |

**Regular hours:** _____

**Overtime hours (over 40):** _____

**Paid leave hours and type:** _____

I certify that this timesheet is a true and complete record of all the time I worked, including any work before or after my shift and during meal breaks.

_____ _____

Employee signature Date

_____ _____

Supervisor signature Date

Payroll use only: entered by _____ date _____

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