**BI WEEKLY TIME CARD SCHEDULE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE** | |  | **COMPANY** | | |
| **NAME** | [Name] |  | **NAME** | [Name] | |
| **ID NUMBER** | [Number] |  | **ADDRESS** | [Address] | |
| **ADDRESS** | [Address] |  |
|  |
|  |
| **DEPT** | [Department Name] |  | **PHONE** | [Number] | |
| **SUPERVISOR** | [Name] |  | **PAY PERIOD BEGINNING** | | [Date] |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK ONE** | | | | | | | | | | |
| **Date** | **Day Of the Week** | **Clock In** | **Break 1 Begins** | **Break 1 Ends** | **Lunch Begins** | **Lunch Ends** | **Break 2 Begins** | **Break 2 Ends** | **Clock Out** | **Daily Hours** |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK TWO** | | | | | | | | | | |
| **Date** | **Day Of the Week** | **Clock In** | **Break 1 Begins** | **Break 1 Ends** | **Lunch Begins** | **Lunch Ends** | **Break 2 Begins** | **Break 2 Ends** | **Clock Out** | **Daily Hours** |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
| [Date] |  |  |  |  |  |  |  |  |  |  |
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| [Date] |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOTAL HOURS** | | **PAY RATE** | | **TOTAL PAY** | |
| **REGULAR** |  | **REGULAR** |  | **REGULAR** |  |
| **OVERTIME** |  | **OVERTIME** |  | **OVERTIME** |  |
| **DATE OF PAYMENT** |  | | **GROSS PAY** | |  |