**PAY-PERIOD TIME CARD SCHEDULE**

|  |  |  |
| --- | --- | --- |
| EMPLOYEE |  | COMPANY |
| Name: |  | **Name** |  |
| Id Number: |  | **Email** |  |
| Address: |  | **Phone** |  |
| Dept: |  | **Fax number** |  |
| Manager: |  | **Address** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Date | Clock In | Clock Out | Total Break Hrs | Total Hours | Overtime Hours | Daily Hours |
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| TOTAL HOURS |  |  |  |  |

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| --- | --- | --- |
| [Signature] |  | [Date] |
| **Employee Signature** |  | **Date** |
| [Signature] |  | [Date] |
| **Manager Signature** |  | **Date** |