**BIWEEKLY TIMECARD WITH LUNCH**

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| **EMPLOYEE** |  | **COMPANY** |
| **Name** |  |  | **Name** |  |
| **Id Number** |  |  | **Address** |  |
| **Address** |  |  |
|  |
|  |
| **Dept** |  |  | **Phone** |  |
| **Supervisor** |  |  | **Pay Period Beginning** |  |

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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** |
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|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** |  |

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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** |
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|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** |  |

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| --- | --- | --- |
| **TOTAL HOURS** | **PAY RATE** | **TOTAL PAY** |
| **Regular** |  | **Regular** |  | **Regular** |  |
| **Overtime** |  | **Overtime** |  | **Overtime** |  |
| **Date Of Payment** |  | **Gross Pay** |  |