**WEEKLY TIME CARD SCHEDULE**

|  |  |  |
| --- | --- | --- |
| **Employee Name:** | [Name] | |
| **Manager Name:** | [Name] | |
|  | | **Week Starting:** [Date] **TO** [Date] |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Time In** | **Time Out** | **BREAK** | **Time In** | **Time Out** | **Total** |
| [Date] | Sunday |  |  |  |  | **[Amount]** |
| [Date] | Monday |  |  |  |  | **[Amount]** |
| [Date] | Tuesday |  |  |  |  | **[Amount]** |
| [Date] | Wednesday |  |  |  |  | **[Amount]** |
| [Date] | Thursday |  |  |  |  | **[Amount]** |
| [Date] | Friday |  |  |  |  | **[Amount]** |
| [Date] | Saturday |  |  |  |  | **[Amount]** |
|  |  |  |  |  |  |  |  |
| **Employee Signature:** | | [Signature] | | | **Total Hours** | | **[Amount]** |
| **Rate Per Hours** | | **[Amount]** |
| **Manager Signature:** | | [Signature] | | | **Total Pay** | | **[Amount]** |

**Thank You for Your Corporation**