**EMPLOYEE TIME CARD SHEET**

**[Company Name]
[Date]**

|  |  |
| --- | --- |
| **Employee Name:** | [Employee Name] |
| **Employee #:** | [Employee Number] |
| **Department:** | [Department Name] |
| **Manager:** | [Manager Name] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Start Time** | **End Time** | **Regular Hours** | **Overtime Hours** | **Total Hours** |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| [Date] |  |  |  |  |  |
| **Employee Total Hours:** |  |  |  |

I agree that the times and hours listed above are accurate

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** | [Signature] | **Date:** | [Date] |
| **Supervisor Signature:** | [Signature] | **Date:** | [Date] |