**BIWEEKLY TIMECARD WITH APPROVAL STATUS**

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| **Company Name** |  | **Start Date** |  |
| **Employee Name** |  | **End Date** |  |
| **Employee ID** |  |  |  |

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| **Date** | **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Daily Total** | **Approval**  |
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| **Weekly Total** |  |

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| **Date** | **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Daily Total** | **Approval**  |
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| **Weekly Total** |  |

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| **Total Hours** |  |
| **Approved By** |  |
| **Signature** |  |
| **Date** |  |