**MULTIPLE EMPLOYEE TIME CARD TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK BEGINNING | HOURS | SUN | MON | TUES | WED | THURS | FRI | SAT |
|  | **SHIFT** |  |  |  |  |  |  |  |
| EMPLOYEE NAME | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| EMPLOYEE DEPARTMENT | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| TOTAL HOURS |  | **TOTAL** |  |  |  |  |  |  |  |

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| WEEK BEGINNING | HOURS | SUN | MON | TUES | WED | THURS | FRI | SAT |
|  | **SHIFT** |  |  |  |  |  |  |  |
| EMPLOYEE NAME | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| EMPLOYEE DEPARTMENT | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| TOTAL HOURS |  | **TOTAL** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK BEGINNING | HOURS | SUN | MON | TUES | WED | THURS | FRI | SAT |
|  | **SHIFT** |  |  |  |  |  |  |  |
| EMPLOYEE NAME | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| EMPLOYEE DEPARTMENT | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| TOTAL HOURS |  | **TOTAL** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK BEGINNING | HOURS | SUN | MON | TUES | WED | THURS | FRI | SAT |
|  | **SHIFT** |  |  |  |  |  |  |  |
| EMPLOYEE NAME | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| EMPLOYEE DEPARTMENT | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| TOTAL HOURS |  | **TOTAL** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK BEGINNING | HOURS | SUN | MON | TUES | WED | THURS | FRI | SAT |
|  | SHIFT |  |  |  |  |  |  |  |
| EMPLOYEE NAME | IN |  |  |  |  |  |  |  |
|  | OUT |  |  |  |  |  |  |  |
| EMPLOYEE DEPARTMENT | BREAK |  |  |  |  |  |  |  |
|  | LUNCH |  |  |  |  |  |  |  |
| TOTAL HOURS |  | TOTAL |  |  |  |  |  |  |  |