**[](https://goo.gl/8H4ara)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** |  |  |  |  |  |  |  |

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