Time Sheet

7-day Timecard - Week 1		7-day Timecard - Week 2	
Company:		**Company:**	
Employee name	**Employee Number**	**Employee name**	**Employee Number**
Pay period starting	**Pay period ending**	**Pay period starting**	**Pay period ending**

Week 1

Extra time		Day	AM/PM	In/Out	Regular Time	
		1st Day	AM	In		
				Out		
			PM	In		
				Out		
		2nd Day	AM	In		
				Out		
			PM	In		
				Out		
		3rd Day	AM	In		
				Out		
			PM	In		
				Out		
		4th Day	AM	In		
				Out		
			PM	In		
				Out		
		5th Day	AM	In		
				Out		
			PM	In		
				Out		
		6th Day	AM	In		
				Out		
			PM	In		
				Out		
		7th Day	AM	In		
				Out		
			PM	In		
				Out		
Total		**Total**				

Notes

Approver's name & Designation

Employee's signature	Approver's signature

Week 2

Extra time		Day	AM/PM	In/Out	Regular Time	
		8th Day	AM	In		
				Out		
			PM	In		
				Out		
		9th Day	AM	In		
				Out		
			PM	In		
				Out		
		10th Day	AM	In		
				Out		
			PM	In		
				Out		
		11th Day	AM	In		
				Out		
			PM	In		
				Out		
		12th Day	AM	In		
				Out		
			PM	In		
				Out		
		13th Day	AM	In		
				Out		
			PM	In		
				Out		
		14th Day	AM	In		
				Out		
			PM	In		
				Out		
Total		**Total**				

Notes

Approver's name & Designation

Employee's signature	Approver's signature

Biweekly Time Card