

Time Card Report
1/12/2014 - 1/18/2014

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No: 1		Name: Albert Allen				Dept: Dept		Shift: Shift1		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	OT Hours	Other Hours	Notes
01/12	SUN												Scheduled Off
01/13	MON	8:00	12:00	13:00	17:00								
01/14	TUE	8:02	11:55	13:01	16:59								
01/15	WED	7:56	12:10	13:15	17:12								
01/16	THU	8:10	11:53	13:06	17:11								
01/17	FRI	7:45	12:00	13:04	17:26								
01/18	SAT												Scheduled Off
TOTAL:													
Work Total (hrs):				Overtime (hrs)				Other (hrs):				Total (hrs):	
Employee Signature: _____ Manager Signature: _____ Date: _____													