

Form: Employee Weekly Time Card

Description: This is a form of weekly time card to be filled out by employees, to keep track of hours worked, overtime earned, sick days, vacation days and other relevant information.

Employee Weekly Time Card

Employee Name _____

Week Ending _____

Department _____

	IN	OUT	IN	OUT	CHECK IF BREAK S TAKEN	TOTAL HRS WORKED	TOTAL ABSENT HRS	REASON FOR ABSENCE*
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
				GRAND TOTAL				

* Sick, personal, vacation, holiday, bereavement

Employee Signature _____

Supervisor Signature _____