

**Employee's Weekly Time Card**

Name of Employee: \_\_\_\_\_

Work Week: Monday - Saturday: \_\_\_\_\_

| <b>Date:</b>        | <b>Day:</b>      | <b>Hours Worked:</b> | <b># Regular Hours:</b> | <b>#Overtime Hours:</b> |
|---------------------|------------------|----------------------|-------------------------|-------------------------|
|                     | <b>Monday</b>    |                      |                         |                         |
|                     | <b>Tuesday</b>   |                      |                         |                         |
|                     | <b>Wednesday</b> |                      |                         |                         |
|                     | <b>Thursday</b>  |                      |                         |                         |
|                     | <b>Friday</b>    |                      |                         |                         |
|                     | <b>Saturday</b>  |                      |                         |                         |
| <b>Total Hours:</b> |                  |                      |                         |                         |

**Employee Signature:**