

# WEEKLY TIME CARD TEMPLATE WITH BREAKS

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EMPLOYEE				WEEK OF						
DATE	START TIME	TOTAL BREAK TIME IN MINUTES	FINISH TIME	REGULAR HRS	OVERTIME HRS	SICK	VACATION	HOLIDAY	OTHER	TOTAL HOURS
<b>TOTAL HOURS</b>										
<b>RATE PER HOUR</b>										
<b>TOTAL PAY</b>										

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MANAGER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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