

Contract Employee Timecard

Employee Name: _____

Company: _____

Address: _____

Week End Date: _____

Date	Day	Time In	Time Out	Lunch (total time)	Regular Hours	Overtime Hours	Total Hours*
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						

*total hours must be rounded to the nearest ¼ of an hour

	Regular Hours	Overtime Hours	Total Hours
Total Hours			

Authorization:

Employee Signature: _____

Employee Printed Name: _____

Manager Signature: _____

Manager Printed Name: _____

Manager Title: _____

Date: _____