CUSTOMIZE YOUR TIMECARD

Type Company Information Here...

Company Name	COMPANY NAME
Address	Company Address
City	City
State	State
ZIP Code	ZIP Code

Phone Number	Phone Number
Fax Number	Fax Number

Specify Default Timecard Information Here...

Standard Hours Per Week | 40.00

☐ 0 Check here if overtime is approved.

Formatted Information

Insert Logo Here

COMPANY NAME
Company Address
City, State ZIP Code
Phone Number fax Fax Number

COMPANY NAME

Company Address
City, State ZIP Code
Phone Number fax Fax Number

Timecard No.

TIMECARD

Employee

Name		Emp #	
SSN		Position	
Department		Manager	

Miscellaneous

Pay Period

From: _____   To: _____

Approved By

Account Description	Account Code	M	T	W	Th	F	Sa	Su	Total Hours
Total Hours									
							Total Overtime Hours		---

Notes/Remarks

Office Use Only

TIME SUMMARY

Employee

Summary as of _____

Account Code	Total Hours