

BIWEEKLY TIMECARD WITH TASKS

Company Name: _____

Employee Name: _____

Start Date: _____

Employee ID: _____

End Date: _____

| Date | Day | Tasks | Time In | Time Out | Lunch | Time In | Time Out | Daily Total |
|------|-----|-------|---------|----------|-------|---------|----------|-------------|
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Weekly Total:

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Weekly Total:

powered by
GeneralBlue

Approved by: _____

Date: _____

| | |
|---------------------|--|
| Total Hours: | |
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