



**WEEKLY TIMECARD**

<b>Employee #:</b>		<b>Branch:</b>	10	<b>Week Ending:</b>						
<b>Name:</b>										
Job Name	Job #	Cost Code	M	T	W	TH	F	SA	S	
<b>Employee Signature:</b>			<b>Total of Daily Hours:</b>							
						<b>Total of Hours Worked:</b>				
			<b>Office Use Only</b>		<i>Total Regular Hours:</i>		<i>Total Over Time:</i>			
<b>APPROVALS:</b>			*Overtime is anything over 12 hours in a day and/or 40 hours in a week							
SUPER: <span style="background-color: #90EE90; display: inline-block; width: 150px; height: 20px;"></span>			BRANCH: _____			CORP: _____				

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