**MULTIPLE EMPLOYEE TIME CARD TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK BEGINNING** | **HOURS** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
|  | **SHIFT** |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  | **TOTAL** |  |  |  |  |  |  |  |

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| **WEEK BEGINNING** | **HOURS** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
|  | **SHIFT** |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  | **TOTAL** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK BEGINNING** | **HOURS** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
|  | **SHIFT** |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  | **TOTAL** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK BEGINNING** | **HOURS** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
|  | **SHIFT** |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  | **TOTAL** |  |  |  |  |  |  |  |

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| **WEEK BEGINNING** | **HOURS** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
|  | **SHIFT** |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** | **IN** |  |  |  |  |  |  |  |
|  | **OUT** |  |  |  |  |  |  |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |  |  |  |  |  |  |
|  | **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL HOURS** |  | **TOTAL** |  |  |  |  |  |  |  |