

# BIWEEKLY TIME CARD WITH LUNCH

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EMPLOYEE	
NAME	
ID NUMBER	
ADDRESS	
DEPT	
SUPERVISOR	

COMPANY	
NAME	
ADDRESS	
PHONE	
PAY PERIOD BEGINNING	

WEEK ONE										
DATE	DAY OF THE WEEK	CLOCK IN	BREAK 1 BEGINS	BREAK 1 ENDS	LUNCH BEGINS	LUNCH ENDS	BREAK 2 BEGINS	BREAK 2 ENDS	CLOCK OUT	DAILY HOURS
<b>WEEKLY TOTAL</b>										

WEEK TWO										
DATE	DAY OF THE WEEK	CLOCK IN	BREAK 1 BEGINS	BREAK 1 ENDS	LUNCH BEGINS	LUNCH ENDS	BREAK 2 BEGINS	BREAK 2 ENDS	CLOCK OUT	DAILY HOURS
<b>WEEKLY TOTAL</b>										

TOTAL HOURS		PAY RATE		TOTAL PAY	
REGULAR		REGULAR		REGULAR	
OVERTIME		OVERTIME		OVERTIME	
<b>DATE OF PAYMENT</b>				<b>GROSS PAY</b>	

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