

Total
Hours
(2nd
Week)

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total
Hours
(3rd
Week)

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total
Hours
(4th
Week)

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours

Total
Hours

(5th
Week)

**Employee
Signature:**
**Manager
Signature:**

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