All Employees/Daily Time Record

Date						
Employee Name	*Time In*	*Lunch Begin*	*Lunch End*	*Time Out*	*Total*	*Signature*

Individual Employee/Weekly Time Record

Name: _____ **Week beginning: __ __/__ __/__ __**

Date:	Time In	Lunch Out	Lunch In	Time Out	Total Hours
Grand Total for Week of __ __/__ __/__ __ :					

Signature :