

**Manual Timescard**

<b>Company :</b>									
<b>Department / Division :</b>									
<b>Employee name</b>					<b>Employee Number</b>				
<b>Pay period starting</b>					<b>Pay period ending</b>				
<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Break 1</b>	<b>Time In</b>	<b>Time Out</b>	<b>Break 2</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total Hours</b>
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
<b>Name of the supervisor</b>					<b>Name of the approver</b>				
<b>Comments / Notes</b>									
<b>This is to certify that the details listed above are correct.</b>									
<b>Employee's Signature</b>					<b>Approver's Signature</b>				