

EMPLOYEE TIMECARD with OVERTIME RECORD

Employee Name: _____ E-mail: _____ Regular hrs.
 Manager: _____ Phone: _____ Overtime hrs.

January, February, March Employee Timecard: Daily, Weekly, Monthly, Yearly

January	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime
Monday	8.0							
Tuesday	8.0	2.0						
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total weekly hours	36.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
#VALUE!	36.0	#VALUE!	2.0					

February	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime
Monday	8.0	2.0						
Tuesday	7.0							
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total weekly hours	25.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
#VALUE!	25.0	#VALUE!	2.0					

March	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total weekly hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
#VALUE!	0.0	#VALUE!	0.0					

April, May, June Employee Timecard: Daily, Weekly, Monthly, Yearly

April	Week 1	Overtime	Week 2	Overtime	Week 3	Overtime	Week 4	Overtime
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								