

Weekly Time Card Template

Employee: _____ Manager: _____ Week starting: _____

Date	Day	Morning in	Morning out	Afternoon in	Afternoon out	Total hours	Notes
2026-07-13	Monday	9:00	12:30	13:00	17:30		
2026-07-14	Tuesday	9:00	13:00				
2026-07-15	Wednesday						
2026-07-16	Thursday						
2026-07-17	Friday						
2026-07-18	Saturday						
2026-07-19	Sunday						
Weekly total							