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| **Employee Name:** |   |   |  |  |
| **Employer Name:** |   |   | **Week Starting:** |  |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|   |   |   |   |   |   | Total Hours (This Week) |  |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
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|   |   |   |   |   |   | Total Hours (This Week) |  |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** |  |
| **Employee Signature:** |   |   |   | Rate Per Hour |  |
| **Employer Signature:** |   |   |  |  | **Total Pay** |  |
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|  |  |  |  |   |   |   | Brought to you by TimeDoctor.com |

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| **Time Doctor (Sample)** |
|   |   |   |   |   |   |   |   |
| **Employee Name:** | John Doe |   |  |  |
| **Employer Name:** | Jane Doe |   | **Week Starting:** | 9/7/2020 |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/7/2020 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/8/2020 | Tuesday | 8:15 AM | 11:00 AM |   | 1:00 PM | 6:20 PM | 8:05 |
| 9/9/2020 | Wednesday | 8:00 AM | 11:00 AM |   | 1:23 PM | 6:00 PM | 7:37 |
| 9/10/2020 | Thursday | 8:00 AM | 10:30 AM |   | 1:00 PM | 6:00 PM | 7:30 |
| 9/11/2020 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/12/2020 | Saturday | 9:00 AM | 11:00 AM |   |   |   | 2:00 |
| 9/13/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (This Week) | **41:12** |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 9/14/2020 | Monday | 8:15 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 6:45 |
| 9/15/2020 | Tuesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 9/16/2020 | Wednesday | 8:00 AM | 11:00 AM |   | 1:00 PM | 3:00 PM | 5:00 |
| 9/17/2020 | Thursday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/18/2020 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 9/19/2020 | Saturday | 8:00 AM | 10:30 AM |   |   |   | 2:30 |
| 9/20/2020 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (This Week) | **36:15** |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** | **77:27** |
| **Employee Signature:** |   |   |   | Rate Per Hour | $15.00 |
| **Employer Signature:** |   |   |  |  | **Total Pay** | **$1,161.75** |
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