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| **Employee Name:**  |  |   |  |  |
| **Supervisor Name:**  |  |   | **Month:** |  |
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| **Date** | **Day** | **Time Started** | **Time Stopped** |   | **Time Started** | **Time Stopped** | **Total Hours** |
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|   |   |   |   |   |   | **Total Hours** |  |
| **Employee Signature:** |  |   |   | Rate Per Hour |  |
| **Supervisor Signature:** |   |   |   |   | **Total Pay** |  |
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