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| **Employee Name:**  |  |   |  |  |
| **Supervisor Name:**  |  |   | **Weeks 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) |  |
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|   |   |   |   |   |   | **Total Hours** |  |
| **Employee Signature:** |  |   |   | Rate Per Hour |   |
| **Supervisor Signature:** |   |   |   |   | **Total Pay** |  |
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