THE EMPLOYER GROUP
HR & PAYROLL OUTSOURCING EXPERTS
OPERATE SMARTER

BI-WEEKLY TIME CARD

Employee Name: _____ Pay Period End Date: ____-____-____

Client: _____ Location: _____

INSTRUCTIONS:

1. Enter your start and stop times (to the nearest minute) in the WORK RECORD section. Required for ALL employees.
2. Any time worked that is over 40 hours in one week should be entered in the Overtime column and approved by your supervisor.
3. At the end of the pay period, total the hours worked in each category and enter in the TOTAL FOR THE PAY PERIOD section.
4. Sign your time card and submit to your supervisor for approval.
5. All time will be calculated using the 7-8 minute rule (will be rounded to the nearest ¼ hour).

WEEK 1 **WORK RECORD** **DAILY TOTALS**

Date	Start	Stop	Start	Stop	Reg Hours	Overtime	Vacation	Sick	Holiday	Misc.
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

WEEK 2 **WORK RECORD** **DAILY TOTALS**

Date	Start	Stop	Start	Stop	Reg Hours	Overtime	Vacation	Sick	Holiday	Misc.
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

	Reg Hours	Overtime	Vacation	Sick	Holiday	Misc.
TOTAL FOR THE PAY PERIOD (Add DAILY TOTALS for Week 1 and Week 2)						

I hereby certify that these hours are true and correct.

Employee Signature _____ Date _____ Supervisor's Approval _____ Date _____

Email or FAX to The Employer Group at 800-319-0516 by 5:00 PM on Monday following the end of the pay period.