[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11442&utm_source=integrated+content&utm_campaign=/content/bi-weekly-timesheet-templates&utm_medium=Biweekly+Time+Card+with+Lunch+doc+11442&lpa=Biweekly+Time+Card+with+Lunch+doc+11442&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**BIWEEKLY TIME CARD WITH LUNCH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE** | |  | **COMPANY** | | |
| **NAME** |  |  | **NAME** |  | |
| **ID NUMBER** |  |  | **ADDRESS** |  | |
| **ADDRESS** |  |  |  | |
|  |  |  | |
|  |  |  | |
| **DEPT** |  |  | **PHONE** |  | |
| **SUPERVISOR** |  |  | **PAY PERIOD BEGINNING** | |  |

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| **WEEK ONE** | | | | | | | | | | |
| **DATE** | **DAY OF THE WEEK** | **CLOCK IN** | **BREAK 1 BEGINS** | **BREAK 1 ENDS** | **LUNCH BEGINS** | **LUNCH ENDS** | **BREAK 2 BEGINS** | **BREAK 2 ENDS** | **CLOCK OUT** | **DAILY HOURS** |
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|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK TWO** | | | | | | | | | | |
| **DATE** | **DAY OF THE WEEK** | **CLOCK IN** | **BREAK 1 BEGINS** | **BREAK 1 ENDS** | **LUNCH BEGINS** | **LUNCH ENDS** | **BREAK 2 BEGINS** | **BREAK 2 ENDS** | **CLOCK OUT** | **DAILY HOURS** |
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|  |  |  |  |  |  |  |  | **WEEKLY TOTAL** | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOTAL HOURS** | | **PAY RATE** | | **TOTAL PAY** | |
| **REGULAR** |  | **REGULAR** |  | **REGULAR** |  |
| **OVERTIME** |  | **OVERTIME** |  | **OVERTIME** |  |
| **DATE OF PAYMENT** | |  | **GROSS PAY** | |  |

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