**DAILY TIME CARD TEMPLATE
FOR MULTIPLE EMPLOYEES**

|  |  |  |
| --- | --- | --- |
| **DATE** |  | **HOURS** |
|  | **SHIFT** |  |
| **EMPLOYEE NAME** | **IN** |  |
|  | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |
|  | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |
| --- | --- | --- |
| **DATE** |  | **HOURS** |
|  | **SHIFT** |  |
| **EMPLOYEE NAME** | **IN** |  |
|  | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |
|  | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |
| --- | --- | --- |
| **DATE** |  | **HOURS** |
|  | **SHIFT** |  |
| **EMPLOYEE NAME** | **IN** |  |
|  | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |
|  | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |
| --- | --- | --- |
| **DATE** |  | **HOURS** |
|  | **SHIFT** |  |
| **EMPLOYEE NAME** | **IN** |  |
|  | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |
|  | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

|  |  |  |
| --- | --- | --- |
| **DATE** |  | **HOURS** |
|  | **SHIFT** |  |
| **EMPLOYEE NAME** | **IN** |  |
|  | **OUT** |  |
| **EMPLOYEE DEPARTMENT** | **BREAK** |  |
|  | **LUNCH** |  |
| **TOTAL HOURS** |  | **TOTAL** |  |

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