

DAILY TIME CARD

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EMPLOYEE'S NAME:		EMPLOYEE'S NO.		DATE:	
JOB NAME OR NO.	KIND OF WORK DONE	HOURS	RATE	AMOUNT	IN OUT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	TOTAL REGULAR TIME				
11	TOTAL OVERTIME				
ENTERED PAYROLL:	ENTERED REPAIR ORDER:	TIME AND JOB NOS. CORRECT:	FOREMAN:		

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