

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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