

# Clock-In Time Card

Company: \_\_\_\_\_ Team/site: \_\_\_\_\_ Period/date: \_\_\_\_\_

Date	Day	In 1	Out 1	In 2	Out 2	Break	Hours	Employee	Manager

Manager approval: \_\_\_\_\_ Employee/representative signature: \_\_\_\_\_

*Note: Adapt this template to local employment, payroll, retention, and privacy rules before relying on it as a formal record.*