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| **Daily Time Card** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  |  |  |  | **Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **DAILY SUMMARY** |   |   |   |   |   |   |   |   |   |   |   |   |
| Start | Finish | Breaks | Reg | OT | DT | Total | Notes |
|   |   |   |   |   |   |   |   |
| **WORK BREAKDOWN** |   |   |   |   |   |   |   |   |   |   |   |   |
| Project | Cost Code | Start | Hrs | Units | Notes |
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|   | **Totals** |   |   |   |  |
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| **ADDITIONAL ITEMS** |   |   |  |  |   |   |   |   |   |   |   |   |
| Date | Quantity | Cost Code | Amount ($) |   |   |   |   |   |   |   |
|   |   |   |   |  |   |   |   |   |  | NOTES |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | Supervisor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |