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| BIWEEKLY TIMECARD WITH APPROVAL STATUS |
| **Company Name:** |  |  |  |
| **Employee Name:** |  |  **Employee ID:** |  |
| **Start Date:**  |  |  **End Date:** |  |
|  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Daily Total** | **Approval Status** |
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|  |  |  |  |  |  | ***Weekly Total:***  |  |  |
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|  | ***Weekly Total****:*  |  |  |
| Approved By: | Signature: | Date: |  |  |  |  |
| **Total Hours:**  |  |  |
|  |  |  |  |

