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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:** | |  |  |
|  | | |  | |  |  |

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