**Time Sheet for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)**

**Biweekly Time Card**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7-day Timecard - Week 2** | | | | | | | |
| **Company: IPW, INC.** | | | | | | | |
| **Volunteer name** | | | | **Volunteer Number** | | | |
|  | | | |  | | | |
| **period starting** | | | | **period ending** | | | |
|  | | | |  | | | |
| **Extra time** | | | **Regular Time** | | | | |
|  |  | **8th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **9th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **10th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **11th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **12th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **13th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **14th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
| **Total** | | | **Total** | | | | |
|  | | |  | | | | |
| **Notes** | | | | | | | |
|  | | | | | | | |
| **Approver’s name & Designation** | | | | | | | |
|  | | | | | | | |
| **Volunteer’s signature** | | | **Approver’s signature** | | | | |
|  | | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7-day Timecard - Week 1** | | | | | | | |
| **Company: IPW, INC.** | | | | | | | |
| **Volunteer name** | | | | **Volunteer Number** | | | |
|  | | | |  | | | |
| **period starting** | | | | **period ending** | | | |
|  | | | |  | | | |
| **Extra time** | | | **Regular Time** | | | | |
|  |  | **1st Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **2nd Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **3rd Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **4th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **5th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **6th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
|  |  | **7th Day** | AM PM | | **In** |  |  |
|  | **Out** |  |  |
|  |  | **In** |  |  |
|  | **Out** |  |  |
| **Total** | | | **Total** | | | | |
|  | | |  | | | | |
| **Notes** | | | | | | | |
|  | | | | | | | |
| **Approver’s name & Designation** | | | | | | | |
|  | | | | | | | |
| **Volunteer’s signature** | | | **Approver’s signature** | | | | |
|  | | |  | | | | |