**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** |
|  |  |