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| **BIWEEKLY TIMECARD WITH TASKS** | | | | | | | | | | | | | | |
| **Company Name:** | |  | | | | | | | | | | | | |
| **Employee Name:** | |  | | | | | | | | **Employee ID:** | |  | | |
| **Start Date:** | |  | | | | | | | **End Date:** | | |  | | |
|  |  | | | |  |  | |  | |  |  | |  |  |
| **Date** | **Day** | | | | **Tasks** | **Time In** | | **Time Out** | | **Lunch** | **Time In** | | **Time Out** | **Daily Total** |
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|  | | |  | | | | |  | |  | **Weekly Total:** | | |  |
|  | | | Approved by: | | | | | Date: | |  |  | | |  |
|  |  | | |  |  | | |  | **Total Hours:** | |  |